

WEST VIRGINIA ADMINISTRATIVE REGULATION
INSURANCE COMMISSIONER

No. 16
1980

FILED IN THE OFFICE OF
A. JAMES MANCHIN
SECRETARY OF STATE

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UNIFORM HEALTH CARE CLAIM FORMS

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~~WEST VIRGINIA ADMINISTRATIVE REGULATION~~
INSURANCE COMMISSIONER

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Uniform Health Care Claim Forms

Section 1. General

1:01 Identification of Rule - This regulation is a Legislative Rule, as defined by the provisions of Chapter 29A, Article 1, Section 2(d) of the Code of West Virginia of 1931, as amended.

1:02 Reference - This regulation relates to Chapter 33, Article 11; Chapter 33, Article 15; and Chapter 33, Article 16 of the Code of West Virginia of 1931, as amended.

1:03 Authority - This regulation is promulgated under the authority vested in the Insurance Commissioner by Chapter 33, Article 2, Section 10 and Chapter 33, Article 11, Section 6 of the Code of West Virginia of 1931, as amended.

1:04 ^{Scope} Purpose - The purpose of this regulation is to require that every health insurer, service corporation or prepayment plan licensed to do business in the State of West Virginia accept certain uniform health care claim forms in lieu of other forms required to be submitted by health care providers in the health insurance claims settlement process.

Before the advent of the universal forms, health care providers were faced with the enormous task of completing as many as several hundred different types of claim forms in behalf of their patients for submission to third-party payors.

With the implementation of this regulation, hospitals, physicians, pharmacists, dentists and home health care agencies can choose to submit the appropriate universal claim form in lieu of a different form for each insurer involved, and thereby eliminate much of the inefficient, time-consuming labor formerly associated with the claims process.

1:05 Applicability and Scope - This regulation shall apply to all health insurers, service corporations and prepayment plans licensed to transact insurance in the State of West Virginia, in connection with all health insurance claims, with the exception of disability income claims, credit disability

income claims and claims for services provided under a vision care program, where claim forms are required to be submitted by hospitals, physicians, pharmacists, dentists, or home health care agencies.

1:06 Effective Date - This regulation shall become effective January 1, 1981.

1:07 Filing Date - This regulation was filed in the Office of the Secretary of State on October 7, 1980.

1:08 Certification - This regulation is certified authentic by the ~~Insurance Commissioner of the State of West Virginia~~ by Certificate Number 16.

Section 2. Health Care Claim Forms

2:01 Hospital Billing Form - The form designated in Appendix A, when submitted by a hospital for reimbursement for covered health care rendered to an insured or to any covered person, shall be accepted by the insurer in lieu of other forms required to be submitted by the hospital as part of the health care claim process.

2:02 Physician's Claim Form - The form designated in Appendix B, when submitted by a physician for reimbursement for covered health care rendered to an insured or to any covered person, shall be accepted by the insurer in lieu of other forms required to be submitted by the physician as part of the health care claims process. This Section shall not apply to claims involving disability income coverage, credit disability income coverage, or coverage under a vision care program.

2:03 Dental Claim Form - The form designated in Appendix C, when submitted by a dentist for reimbursement for covered health care rendered to an insured or to any covered person, shall be accepted by the insurer in lieu of other forms required to be submitted by the dentist as part of the health care claims process.

2:04 Pharmacy Claim Form - The form designated in Appendix D, when submitted by a pharmacist for reimbursement for covered health care rendered to an insured or to any covered person, shall be accepted by the insurer in lieu of other forms required to be submitted by the pharmacist as part of the health care claims process.

2:05 Home Health Care Benefits Request Form - The form designated in Appendix E, or the Hospital Billing Form as designated in Appendix A, when submitted by a home health care

agency for reimbursement for covered health care rendered to an insured or to any covered person, shall be accepted by the insurer in lieu of other forms required to be submitted by the home health care agency as part of the health care claims process.

Section 3. Additional Provisions

3:01 Replacement of Forms - The claim forms designated in Appendices A through E are periodically reviewed and amended by the organizations responsible for their development, in order that such forms reflect changes in the health care delivery system, data collection, or significant changes in health care benefit structures. Consequently, any proposed revisions in the claim forms shall be submitted to the Insurance Commissioner for approval for use in lieu of the currently approved form. The Commissioner shall hold a public hearing for the purpose of determining the necessity and advisability of approving such replacement form, but in no case shall any replacement form be deemed approved for use without the actual approval of the Commissioner. Upon approval, the Commissioner shall file the replacement form with the Secretary of State, at which time it may be used by health care providers in lieu of the currently approved form.

3:02 Additional Information - Nothing in this regulation shall be construed so as to prevent an insurer from requesting additional information directly from the insured or covered person, where such additional information is necessary for the determination of coverage of benefits applicable.

3:03 Failure to Comply - Failure to comply with the provisions of this regulation constitutes transacting insurance in an illegal, improper and unjust manner and, if after notice and hearing, the Commissioner determines that any person has so acted, he may order such person to comply with the provisions of this regulation, and he may suspend or revoke the license of any such person or assess a penalty in lieu thereof.