

### Part 1 Cardholder/ Patient Information

Cardholder ID No.	Group No./Group Name		
Cardholder Name	Address		
City	State	ZIP	Phone (    )

Part 1 must be fully completed to ensure proper reimbursement of your drug claim.

### Patient Information — Use a separate claim form for each family member

Patient Name	Date of Birth
Patient: <input type="radio"/> Male <input type="radio"/> Female Relationship: <input type="radio"/> Member <input type="radio"/> Spouse <input type="radio"/> Child <input type="radio"/> Other _____	
Are any of these medications being taken for an on-the-job injury? <input type="radio"/> Yes <input type="radio"/> No	

Please type or print clearly.

I certify that I (or my eligible dependent) have received the medication described herein and that the patient named is eligible for drug benefits. I also certify that the medication received is not for treatment of an on-the-job injury. I authorize release of all information pertaining to this claim to AdvancePCS, the plan administrator, insurance underwriter, plan sponsor, policyholder and/or employer. I certify that all the information entered on this form is correct.

**X** \_\_\_\_\_  
Signature of Cardholder or Legal Representative Date

### Part 2 Important!

Please remember to include all original pharmacy receipts.

If you are including all original receipts with the following information, **STOP HERE** and submit the claim. It is not necessary to complete Part 3. **NOTE:** Do not staple or tape receipts or attachments to this form.

- Pharmacy Name      • Prescription Number      • Date Purchased      • Drug Charge
- Drug Strength      • Drug Name      • Quantity

### Part 3 Pharmacy Information

- To ensure that your patient receives accurate and timely reimbursement for medication purchases, please assist in completing the information below.
- If compound prescription, please enter COMPOUND RX in the space designated for the NDC # and complete the Compound Prescriptions section on the reverse side.

Pharmacist to complete this section **ONLY** if original pharmacy receipts are not included.

Pharmacy Name	Pharmacy NABP No.	
Pharmacy Address	City	
State	ZIP	Phone (    )

I hereby certify that all the information listed below is correct and represents the actual charge(s) for prescription(s) dispensed. I further understand that all benefit payments as related to the charges listed below will be paid directly to the cardholder.

**X** \_\_\_\_\_  
Signature of Pharmacist or Representative Date  
(Required only if original pharmacy receipts are not included)

<b>Rx 1</b>	Rx #	Date Filled (mm/dd/yy)	Prescriber's DEA No.	<input type="radio"/> New <input type="radio"/> Refill <input type="radio"/> DAW <input type="radio"/> Compound	For office use only Prior Approval Code	
	NDC #	Drug Name and Strength		Metric Quantity	Days Supply	Total Charges
<b>Rx 2</b>	Rx #	Date Filled (mm/dd/yy)	Prescriber's DEA No.	<input type="radio"/> New <input type="radio"/> Refill <input type="radio"/> DAW <input type="radio"/> Compound	For office use only Prior Approval Code	
	NDC #	Drug Name and Strength		Metric Quantity	Days Supply	Total Charges
<b>Rx 3</b>	Rx #	Date Filled (mm/dd/yy)	Prescriber's DEA No.	<input type="radio"/> New <input type="radio"/> Refill <input type="radio"/> DAW <input type="radio"/> Compound	For office use only Prior Approval Code	
	NDC #	Drug Name and Strength		Metric Quantity	Days Supply	Total Charges

**Fraud Prevention Regulation:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

## INSTRUCTIONS

**To avoid delays in handling your claim, be sure all information is complete and correct.**

A separate claim form must be completed for:

- Each patient
- Each pharmacy from which you purchase prescription drugs

**Obtain additional claim forms from your employer and mail directly to AdvancePCS.**

## CLAIM SUBMISSION

**When submitting a claim, the following information must be included:**

- Pharmacy name
- Prescription number
- Date of purchase
- Drug name
- Drug strength
- Quantity
- Drug charge
- Original pharmacy receipts
- Pharmacist's signature (only if original pharmacy receipts are not included)

DO NOT include charges for durable medical equipment, other than diabetic supplies, that require a prescription to obtain. No benefits will be provided under this plan for such items.

DO NOT submit canceled checks, cash register slips or personal itemization. These are not acceptable as substitutes for original receipts.

DO NOT submit statements with "balance" amounts only.

## HOW TO COMPLETE THIS FORM

### Cardholder / Patient Information

**Complete all cardholder and patient information in Part 1 on reverse side.**

- The cardholder ID number can be found on your ID card.
- The group is the name of your employer through which you have coverage.
- Sign and date in the space provided. Your signature certifies that the information is correct and complete.
- Please make a copy of all documents and receipts before you send them to AdvancePCS. No documents will be returned.

## PHARMACY INFORMATION

### Pharmacist to complete Part 3 of the form

- Indicate pharmacy name, NABP number, address and phone number.
- Include Rx number(s), drug name(s), strength(s) and date filled.
- Indicate prescriber's DEA number and whether the prescription is new, refill, DAW or compound.
- Include NDC number(s) for the drug(s) dispensed.
- If a compound prescription, enter the NDC number of the most expensive ingredient of the legend drug used.
- Indicate the drug ingredient(s) and quantity.
- Indicate the "metric quantity" expressed in number of tablets, grams or mls for liquids, creams, ointments and injectables.
- Indicate the "days supply" (the number of days the medication will last).
- Indicate the amount paid for the prescription by the patient.
- Sign and date the form.
- Pharmacist questions? Call AdvancePCS at 1-800-364-6331.

COMPOUND PRESCRIPTIONS			
For pharmacy use only			
NDC #	Drug Ingredient	Quantity	Charge

## MAIL THIS FORM TO:



**AdvancePCS**

AdvancePCS / P.O. Box 853901 / Richardson, TX 75085-3901 / [www.AdvanceRx.com](http://www.AdvanceRx.com)

**If you have questions, please contact:** AdvancePCS at 1-800-929-2524

Monday–Friday, 7 a.m.–10 p.m. CST / Saturday, 8 a.m.–8 p.m. CST / Sunday, 8 a.m.–4:30 p.m. CST

Closed on national holidays