



Checklist for Claims Submission

- Verify that the patient's identification number and all other information are entered correctly.
- Ensure that the patient's name and address match the payer's records.
- Verify that the provider's NPI number is included on the claim.
- Use the most appropriate ICD-9-CM diagnosis and CPT procedure codes associated with each individual patient's diagnosis and care.
- Ensure the medical record contains appropriate documentation to support the diagnosis and procedure codes submitted on the claim.
- When billing for drugs, ensure the following information is provided on the claim form if required by the payer:
 - Name of the drug, HCPCS code, and 11-digit NDC number
 - Frequency of administration
 - Route of administration
 - Number of units administered.
- Use the correct CPT and/or HCPCS codes and modifiers where and when appropriate.
- Indicate the setting where the service was provided (e.g., physician office or hospital outpatient).
- File the claim in a timely fashion.
- Provide complete and accurate information upon request.