



# VISION CARE CLAIM FORM



CAPITAL LIFE

NOTE: CLAIMS MUST BE SUBMITTED WITHIN 3 MONTHS OF BEING INCURRED TO BE ELIGIBLE FOR REIMBURSEMENT

TO BE COMPLETED BY THE EMPLOYEE	TO BE COMPLETED BY THE EMPLOYER (complete for every claim)
1. Insured's Name	Company or Group Name
2. Home Address	Policy Number
3. Claim incurred by? (Patient)	Certificate Number
4. Patient's Address	Class or Coverage Code
5. Relationship of Patient to Insured	Insured's Effective Date (d/m/y)
6. Date of Birth of Patient (d/m/y)	Dependent's Effective Date (d/m/y)
7. Is spouse employed? <input type="checkbox"/> Yes <input type="checkbox"/> No (if "Yes", give name of employer)	Date (d/m/y)
8. Are you or any of your dependents covered by any other HEALTH insurance benefits for these expenses? <input type="checkbox"/> Yes <input type="checkbox"/> No	Employer's Signature
9. If "Yes", Name of Group or Company insured under.	
10. Check if statements/bills for ALL expenses are attached in support of your claim <input type="checkbox"/> Yes <input type="checkbox"/> No I hereby certify that the foregoing answers are true and correct to the best of my knowledge and hereby authorize all doctors or other persons who treated me and all hospitals or other institutions to furnish full information (including full copies of their records) regarding this claim to SAGICOR LIFE INC/SAGICOR CAPITAL LIFE INSURANCE COMPANY LIMITED. (Please indicate applicable company).  Date: _____ Signature of Insured _____ Signature of Spouse (If Patient) _____	
<b>ASSIGNMENT OF INSURANCE BENEFITS (complete only if payment is to be made to other than the insured)</b>	
(a) OPTOMETRIST/OPHTHALMOLOGIST/OPTICIAN BENEFITS I hereby authorize the Insurance Company to pay to _____ whatever eye examination benefits I may be entitled to under Group Policy No. _____ with respect to the expenses incurred on behalf of the named patient on _____	
(b) PROVIDER OF SUPPLIES I hereby authorize the Insurance Company to pay to _____ whatever benefits I may be entitled to under Group Policy No. _____ with respect to the frames, lenses, contact lenses purchased on _____	
Date: _____ Signature of Insured _____	
<b>PHYSICIAN AND SUPPLIER INFORMATION</b>	
(a) Diagnosis or Description of Condition _____ (b) Did prescription change for <input type="checkbox"/> Right eye <input type="checkbox"/> Left eye (c) Date Dispensed _____ (d) Cost of Examination _____	
Were contact lenses prescribed for severe corneal astigmatism, corneal scarring, keratoconus or aphakia? _____ Can visual acuity be improved by up to at least the 20/70 level by spectacle lenses? <input type="checkbox"/> Yes <input type="checkbox"/> No Can visual acuity be improved by up to at least the 20/70 level by contact lenses? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date: _____ Signature of Optometrist/Ophthalmologist/Optician _____	
Optical supplies furnished by _____ Address _____	
(a) Laboratory cost of Lenses \$ _____ (c) Tinting \$ _____ (e) Cost of Frames \$ _____ (b) Please specify type of Lenses Specify Tone Light <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 (f) Hardex/safety material _____ <input type="checkbox"/> Single <input type="checkbox"/> Bifocal (d) Are these prescription sun glasses? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Multifocal <input type="checkbox"/> Lenticular Replacement of lost or damaged glasses? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Contacts Photogrey/Photosun: _____ (g) Other, please specify _____	
Date: _____ Signature of Optometrist/Ophthalmologist/Optician _____	

## GUIDELINES

Our goal is to process your claim within the **10 day turnaround** time we have indicated to you. In order for us to fulfil this goal, you can help us by ensuring that the following guidelines are followed:

### THE CLAIM FORM

- Prepare a **separate claim form** for each family member.
- Complete **ALL** of the information requested with **EACH** claim submission.
- If you prefer that **benefits be paid to the provider of services, be sure to complete the authorization for assignment of benefits** section of the claim form.

### THE PROVIDER BILLING OR RECEIPT

Each bill receipt should carry:

- The name, address, person or organization providing the service.
- The name of the patient receiving the service.
- The date of each service (**a range of services cannot be accepted**).
- The charge for each individual service.
- A description of each service.

On each bill, please delete any charges that were included on a previous claim. Personal itemizations, cash register receipts, credit card receipts and cancelled cheques are not acceptable. **PLEASE NOTE THAT ORIGINAL RECEIPTS CANNOT BE RETURNED UNLESS ACCOMPANIED BY CLEAR COPIES.**

**Accidental Injury** - Statements must contain details as to when, where and the manner in which the injury occurred as well as the name and address of the party at fault where applicable.

**Prescription only drugs** - Bills/receipts must include the prescription number, the name of the drug and the name of the physician prescribing the medication. **(Please note that the cost of each drug must be indicated and receipts must carry the name/stamp of the pharmacy )**

**Private Duty Nursing** - Bills/receipts must include the shift worked, the charge per hour, the number of hours worked, the nurse's professional status, the family relationship to the patient if any. A statement from the attending physician explaining the necessity of this service and the authorization of the service should accompany the claim.

**Prosthetic appliances and the rental or purchase of durable equipment** - A statement from the attending physician should accompany the claim. The statement should explain the medical necessity of the equipment and the physician's authorization for it.

**For patients covered by another insurance carrier** - If the patient is claiming benefits for any charges that are eligible for benefits under any other health insurance policy, the explanation of benefits worksheet furnished by the other company pertaining to these expenses must be included with the itemized bills. A CLEAR copy of the other carrier's explanation of benefits worksheet is acceptable in place of the original document.

Have you?

- : Fully completed and signed the claim form.
- : Attached all relating itemized bills/receipts.
- : Kept copies of documentation for your records.
- : Had your Plan administrator complete the employer's section.