SPECIFIC STOP LOSS FORM



SUBMISSION # ADVANCE FUNDING YES NO

POLICY HOLDER INFORMATION

POLICYHOLDER NAME POLICY EFFECTIVE DATE:

INCURRED/PAID PERIOD 12/12 12/15 12/18 15/12 18/12 24/12 OTHER

INSURED/CLAIMANT INFORMATION

EMPLOYEE NAME DOB EFFECTIVE DATE GENDER

CURRENT WORK STATUS: Active Disabled Retired COBRA FMLA STD LTD LOA PTO Other

EE TERMINATION DATE

CLAIMANT NAME DOB EFFECTIVE DATE GENDER

RELATIONSHIP TO EE

CLAIMANT TERMINATION DATE

CASE MANAGEMENT YES NO DATE CASE MANAGEMENT OPENED

CLAIMS INFORMATION

DIAGNOSIS & ICD10 CODE DATE OF DIAGNOSIS

TOTAL PAID TO DATE:

LESS SPECIFIC DEDUCTIBLE/LASER (N/A IF SUPPLEMENTAL CLAIM)

LESS AGGREGATING SPECIFIC

PREVIOUS AMOUNT REQUESTED

CURRENT AMOUNT REQUESTED

TPA NAME TPA ADDRESS

PHONE EMAIL DATE

SUBMITTED BY

Please send completed form and required documentation to Claims@dallasrm.com

SPECIFIC STOP LOSS FORM



REQUIRED DOCUMENTATION CHECKLIST

(additional information may be requested at the discretion of DRM)

Initial Requests

- Enrollment card with any pertinent eligibility documentation
- Executed DRM employee/claimant eligibility form
- · Deductible/out of pocket report
- Accident details, police reports, subrogation forms if applicable

Subsequent & Initial Requests

- COBRA documentation, COBRA premium paid to date
- FMLA documentation
- Continued eligibility documentation
- Precertifications, operative reports, medical necessity
- Case Management reports, UR notes
- Hospital bills in excess of \$50,000
- Physician bills in excess of \$5,000
- Fee invoices included on the Paid Claims Report (if applicable)
- Paid claims report (in Excel) that includes the following:
 - * Claimant and Employee Name and ID
 - * Diagnosis code
 - * CPT/Rev codes
 - * Billed amount
 - * Allowed amount
 - * PPO discount
 - * Paid amount
 - * Coinsurance amounts (ded, copay, oop, coinsurance)
 - * Dates of service (to and from)
 - * Rx Charges should include drug name and dosage
 - * Provider name/ID
 - * Payee name
 - * Date Paid
 - * Check Number