



# Commercial Prescription Drug Claim Form

Aetna Pharmacy Management  
 PO Box 52444  
 Phoenix, AZ 85072-2444  
 FAX: 1-888-472-1128

Aetna Member Number (claim cannot be processed without number)										Group Number									
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>										<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>									
If you are enrolled in Medicare, check here <input type="checkbox"/>																			
Employee Name (First, Middle, Last)															Employee Birthdate (MM/DD/YYYY)				
Employee Address (Street, City, State, ZIP Code)																			
Company Name & Address (Street, City, State, ZIP Code)																			
Employee Signature										Telephone Number (      )					Date				

**Prescription(s) were for:**

Last Name, First, Middle Initial				Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Employee <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent <input type="checkbox"/>		Patient Birthdate (MM/DD/YYYY)	
Are any family members expenses covered by another group health plan, group pre-payment plan (Blue Cross-Blue Shield, etc.), no fault auto insurance, Medicare, or any federal, state, or local government plan? <input type="checkbox"/> No <input type="checkbox"/> Yes									
If Yes, list policy or contract holder, policy or contract number(s) and name/address of insurance company or administrator.									
If Medicare, check all that apply. <input type="checkbox"/> Medicare Part A <input type="checkbox"/> Medicare Part B <input type="checkbox"/> Medicare Part D									
Member ID Number with Other Carrier				Member Name				Member Birthdate (MM/DD/YYYY)	
Indicate reason for manually filing these claims: <input type="checkbox"/> <b>Coordination of Benefits</b> – Please attach an Explanation of Benefits from the primary carrier along with the detailed receipt. <input type="checkbox"/> <b>Emergency</b> – If Emergency, describe Emergency below, or on a separate sheet.  <input type="checkbox"/> <b>Compound Drug</b> – If you have a drug that contains more than 1 ingredient. Please provide the following information: <ul style="list-style-type: none"> <li>• The VALID 11-digit NDC number for EACH ingredient used in the compound prescription.</li> <li>• The ingredient name for each NDC.</li> <li>• The “metric quantity” expressed in number of tablets, grams or milliliters for each ingredient NDC #.</li> <li>• The cost for EACH ingredient (dollar amount).</li> <li>• The TOTAL compounded quantity.</li> <li>• The TOTAL dollar amount paid by the patient.</li> </ul>									
<b>Please Note: Manual submission of claims does not guarantee reimbursement of claim.</b>									

**Pharmacy Information** *Please attach detailed prescription receipts or ask your pharmacist for a pharmacy statement. We cannot process your claim without this information.*

<p><b>Member</b></p> <ul style="list-style-type: none"> <li>• Please read carefully before completing this form. <b>Claim forms without the required information cannot be processed. Incomplete forms will be returned to you.</b></li> <li>• If you use more than one pharmacy, use a separate form for each pharmacy.</li> <li>• Use a separate claim form for each patient.</li> <li>• Claims must be submitted within two years of date of purchase.</li> <li>• Complete all employee and patient information on the top portion of the form and be sure to sign it.</li> <li>• <b>Mail or FAX the Prescription Drug Claim Form to:</b>  <b>Aetna Pharmacy Management</b>  <b>PO Box 52444</b>  <b>Phoenix, AZ 85072-2444</b>  <b>FAX: 1-888-472-1128</b></li> </ul>	<p><b>Submission Requirements</b></p> <p><b>You MUST include all original “pharmacy” receipts in order for your claim to process. “Cash register” receipts <u>WILL NOT</u> be accepted with the exception of Diabetic Supplies. The minimum information that must be included on your pharmacy receipts is listed below:</b></p> <ul style="list-style-type: none"> <li>• Patient Name • Prescription Number • Medicine NDC number</li> <li>• Date of Fill • Metric Quantity • Total Charge</li> <li>• Days Supply for your prescription (you need to ask your pharmacist for this “Day Supply” information)</li> <li>• Pharmacy Name and Address or Pharmacy NABP Number</li> </ul> <p><b>If the Prescribing Physician’s NPI (National Provider Identification) number is from a foreign country, please fill in below:</b></p> <p>Country: _____</p> <p>Currency: _____</p> <p>Amount: _____</p>
---	--

## Misrepresentation

Any person who knowingly and with intent to injure, defraud or deceive 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.

**Attention Alabama Residents:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or who knowingly presents false information in an application for insurance is guilty of a crime and may be subject to restitution fines or confinement in prison, or any combination thereof. **Attention Arkansas, District of Columbia, Rhode Island and West Virginia Residents:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison. **Attention California Residents:** For your protection California law requires notice of the following to appear on this form: Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison. **Attention Colorado Residents:** It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado division of insurance within the department of regulatory agencies. **Attention Florida Residents:** Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete or misleading information is guilty of a felony of the third degree. **Attention Kansas Residents:** Any person who knowingly and with intent to injure, defraud or deceive any insurance company or other person submits an enrollment form for insurance or statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto may have violated state law. **Attention Kentucky Residents:** Any person who knowingly and with intent to defraud any insurance company or other person files a 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. **Attention Louisiana Residents:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application is guilty of a crime and may be subject to fines and confinement in prison. **Attention Maine and Tennessee Residents:** It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines, or denial of insurance benefits. **Attention Maryland Residents:** Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison. **Attention Missouri Residents:** It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, denial of insurance and civil damages, as determined by a court of law. Any person who knowingly and with intent to injure, defraud or deceive an insurance company may be guilty of fraud as determined by a court of law. **Attention New Jersey Residents:** Any person who includes any false or misleading information on an application for an insurance policy or knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties. **Attention New York Residents:** 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 shall be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each violation. **Attention North Carolina Residents:** Any person who knowingly and with intent to injure, defraud or deceive 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 may be a crime and subjects such person to criminal and civil penalties. **Attention Ohio Residents:** Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud. **Attention Oklahoma Residents:** WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony. **Attention Oregon Residents:** Any person who with intent to injure, defraud, or deceive any insurance company or other person submits an enrollment form for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto may have violated state law. **Attention Pennsylvania Residents:** 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. **Attention Puerto Rico Residents:** Any person who knowingly and with the intention to defraud includes false information in an application for insurance or file, assist or abet in the filing of a fraudulent claim to obtain payment of a loss or other benefit, or files more than one claim for the same loss or damage, commits a felony and if found guilty shall be punished for each violation with a fine of no less than five thousand dollars (\$5,000), not to exceed ten thousand dollars (\$10,000); or imprisoned for a fixed term of three (3) years, or both. If aggravating circumstances exist, the fixed jail term may be increased to a maximum of five (5) years; and if mitigating circumstances are present, the jail term may be reduced to a minimum of two (2) years. **Attention Texas Residents:** Any person who knowingly and with intent to injure, defraud or deceive any insurance company or other person files an application for insurance or statement of claim containing any intentional misrepresentation of material fact or conceals, for the purpose of misleading, information concerning any fact material thereto may commit a fraudulent insurance act, which may be a crime and may subject such person to criminal and civil penalties. **Attention Vermont Residents:** Any person who knowingly and with intent to injure, defraud or deceive 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 may be a crime and may subject such person to criminal and civil penalties. **Attention Virginia Residents:** Any person who knowingly and with intent to injure, defraud or deceive 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 act, which is a crime and subjects such person to criminal and civil penalties. **Attention Washington Residents:** It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits.