



PLEASE DO NOT USE STAPLES FOR ANY DOCUMENTATION



PALMETTO GBA®
A CELERIAN GROUP COMPANY



Additional Documentation Fax Cover Sheet

ALL fields are REQUIRED.

Provider Information

Provider Name:

Contact Name:

Fax Number:

 () -

Phone Number:

 () -

National Provider Identifier (NPI):

Provider Number (PTAN):

Patient and Claim Information

Patient Name:

Medicare Number:

Claim Date(s) of Service

From:

 / /

To:

 / /

CPT/HCPCS Code:

CPT/HCPCS Code:

INSTRUCTIONS:

Providers who submit claims electronically can fax additional required documentation (e.g. Operative reports, discharge summaries etc.). You may refer to the Medicare Advisory to determine when additional documentation is required.

Please complete this form in its entirety and include it with your additional documentation. Do not use this fax cover sheet for any other purpose. Please ensure you complete the actions listed below.

- The documentation must be faxed on the same day or up to two days prior to the electronic claim submission. The word 'FAX' must be indicated in the documentation record of the electronic claim submission.
- This fax cover sheet must accompany each document. Each field of the fax cover sheet form must be completed and must be accurate. The information should be typed or written legibly.
- Please limit your fax to a maximum of 100 pages, including cover sheets.

Failure to use this form correctly may result in incorrect payment or denial of your claim.

Special Instructions:

CONFIDENTIALITY NOTICE

The document being transmitted contains private, privileged, and confidential information belonging to the sender and intended for use by the addressee only. If this transmission is received by anyone other than the addressee, please advise the sender immediately at 1-888-355-9165 so that we can arrange for the return of the documents. In such circumstances, you are advised that you may not review, disclose, copy, distribute, or take any other action in connection with the documents transmitted.

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Please send this form and all additional documentation via

Fax: (803) 264-9842