



An Independent Licensee of the Blue Cross  
and Blue Shield Association

Date

Dear Member:

We recently received a claim for services rendered to you, that may have been the result of an accidental injury. To help us make a determination on the claim, please accurately complete both sides of the attached incident report (IR)/medical service inquiry (MSI) form. Please note, we are unable to continue processing the claim(s) until you return the form to us.

Whenever medical services could be the result of an accidental injury, we must review the IR/MSI form to determine if some other party may be responsible for paying the bills. Because it is possible that another party may be responsible for covering the cost of your medical care, we need accurate information about the nature of injury and if there are other parties involved.

If we do not receive the completed, signed IR/MSI form within 45 days, all claims related to this incident will be denied until the form is received. Please note that once a claim is denied for lack of a completed IR/MSI form, charges are considered patient responsibility and the provider will bill you directly. If the completed IR/MSI form is received AFTER we have denied the claims, we will reprocess the denied claims based on the information you have supplied to us.

We believe that use of the IR/MSI form assists us in appropriately processing potential injury claims, which helps to control the cost of health care coverage for all of us. With your assistance, we can process claims quickly and efficiently making certain your providers are promptly reimbursed for the services that they have provided to you, while continuing to provide quality customer service and value to our members.

Thank you for your cooperation. If you have any questions, please contact a Regence BlueShield customer service specialist at the number listed below.

# INCIDENT REPORT



**Regence  
BlueShield**

An Independent Licensee of the Blue Cross  
and Blue Shield Association

1800 Ninth Avenue • P.O. Box 21267  
Seattle, Washington 98111-3267 • 206 464-3663  
In State 1-800-458-3523 • Out of State 1-800-544-4246

**PLEASE COMPLETE THE FOLLOWING QUESTIONS**

	<b>PATIENT NAME</b>
	<b>ID NO.</b>
	<b>INJURY DATE</b>
	<b>DATE(S) OF SERVICE</b>
	<b>PROVIDER OF SERVICE</b>

**WE NEED YOUR HELP!**

According to our information, the treatment received on the date(s) specified above may have been the result of an injury or accident. We need additional information to complete the processing of this claim. Without this information, claims may be denied or paid incorrectly. Please complete this form and return it within 45 days of receipt. When additional information is required and claims are held for return of that information, we may extend the overall time taken to process the claim to include an additional 15 days.

**BRIEFLY DESCRIBE THE CIRCUMSTANCES THAT CAUSED YOU TO SEEK TREATMENT.**

<b>If these circumstances relate to a specific incident or event, please complete the following questions.</b>					
Date of Incident or Event / /	Time AM PM	Date Treatment Provided / /	Time AM PM	Location of Incident or Event	
Please describe your injuries or medical condition in detail.					

**PLEASE COMPLETE THE BLOCK OF QUESTIONS BELOW WHICH RELATES TO YOUR TREATMENT**

**1. WAS TREATMENT THE RESULT OF A MOTOR VEHICLE ACCIDENT?**       Yes (please give details below)       No

The patient was a:     Driver       Passenger       Pedestrian       Other \_\_\_\_\_  
 The vehicle was a:     Car       Motorcycle       Other \_\_\_\_\_

Name of Responsible Party		Responsible Party's Drivers License Number
Responsible Party's Insurance Company		Insurance Company's Address
Adjuster's name	Adjuster's Telephone Number	Claim Number
Do you have vehicle insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is there medical coverage under your vehicle insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Your Insurance Company		Your Insurance Company's Address
Adjuster's Name	Adjuster's Telephone Number	Claim Number
Name(s) of Other Family Member(s) Injured		

**Please attach photocopy of the insurance policy page that states the monetary amounts of the coverage relating to this incident.**

**2. DID THIS MEDICAL CONDITION OCCUR ON THE JOB?**       Yes (please give details below)       No

If yes, enter the Worker's Compensation Claim Number      Are you a police officer or firefighter under LEOFF-1?  
 Yes       No

**If your claim was denied, attach a copy of the denial.**

**3. DID THE MEDICAL CONDITION occur ON SOMEONE ELSE'S PROPERTY?**       Yes (please give details below)       No

If yes, Address of Location      Did the incident occur on public property?  
 Yes       No

Name of Responsible Party		Responsible Party's Insurance Company
Adjuster's Name	Adjuster's Telephone Number	Claim Number

**4. HAVE YOU RETAINED AN ATTORNEY TO PURSUE YOUR PERSONAL DAMAGES?**       Yes (please give details below)       No

Name of Attorney Representing You      Attorney's Telephone Number

Attorney's Address
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Your Regence BlueShield contract includes a subrogation provision. "Subrogation" means that if Regence BlueShield makes any payments on your behalf for injuries caused by another party who may be liable for those injuries, Regence BlueShield is entitled to recover those payments from the other party. As a condition of these payments, the subscriber agrees to cooperate with Regence BlueShield in its efforts to recover the cost paid on behalf of the injured party.

I understand that if I or any of my dependents have been injured by another party, the benefits of my contract will be available to the injured person, subject to the exclusions and limitations of the contract. I agree to cooperate with Regence BlueShield in its subrogation and reimbursement rights as stated in the contract. Regence BlueShield reserves the right to determine payment of attorney fees for recovery of its financial interest in this claim. I understand I am not entitled to keep that portion of the settlement which represents reimbursement of the amount Regence BlueShield paid towards my medical benefit except as determined by applicable law.

I hereby authorize Regence BlueShield and anyone acting on behalf of it, to release any information about my accident and the benefits and medical services I received in connection with my accident to any persons who may be liable to me or Regence BlueShield, and to the insurance company of any such person or to any insurance company that provides coverage for injuries related to this accident. I further authorize my insurance company to release any information concerning my coverage to Regence BlueShield.

I also authorize Regence BlueShield to review any workers' compensation claims files pertaining to me so that Regence BlueShield can determine whether workers' compensation coverage is available for any of my injuries.

I certify that the information on this form is true and accurate to the best of my knowledge.

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Subscriber Signature

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Date

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Subscriber Social Security Number

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Address

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Home Telephone Number

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Work Telephone Number