

Individual New List Bill Check List

- Check each application for completeness to avoid unnecessary delays.
- Complete the ***Request for List Billing Arrangement*** form with the Third Party's billing information & signature.
- Ensure all applicants are listed on the ***Request for List Billing Arrangement*** form.
- Go over the terms and conditions of list billing with the Third Party and the applicant.
- Attach a signed ***Permission to Provide List Bill Arrangement*** form to each application.
- Please DO NOT include premium payments with any application.
- Mail or fax the completed applications along with the signed ***Request for List Billing Arrangement and Permission to Provide List Bill Arrangement*** forms to Anthem.

Contact information

Mail or fax all list bill applications and forms to:

Anthem Blue Cross and Blue Shield
Attn: List Bill Implementation Coordinator/KY0302A625
13550 Triton Park Boulevard
Louisville KY 40223-7810
Fax: 502-889-3515

List Bill enrollment questions:

Please contact the List Bill Implementation Coordinator:

Rita Klingsmith
Phone: 502-889-2070
Fax: 502-889-3515

List Bill billing questions:

Please contact a billing representative

Phone: 800-713-5811
Fax: 502-889-3247

FREQUENTLY ASKED QUESTIONS

Who must sign the *Request for List Bill Arrangement* form?

The *Request for List Bill Arrangement* form must be signed by the Third Party (Person or organization to whom the list bill will be sent for payment) or the List Bill Administrator.

Who must sign the *Permission to Provide List Bill Arrangement* form?

The permission form must be signed by the applicant and the writing agent.

What if the applicant is the spouse or a dependent of the employee? Shouldn't the employee sign the *Permission to Provide List Bill Arrangement* form?

No, the form must be signed by the applicant. If the applicant is a minor, the form must be signed by a parent or legal guardian. The child's name must also be on the permission form and the Request for List Bill Arrangement form.

What if there are additional employees who have existing individual coverage and want to be added to the list bill?

You must send a copy of the *Request for List Bill Arrangement* form with the participants names listed and a *Permission to Provide List Bill Arrangement* form for each participant.

Where do I send list bill forms without an application?

Please fax them directly to the List Bill Implementation Coordinator (Rita Klingsmith) at 502-889-3515.

What if I send in the application without the list bill forms?

We will hold the application until all forms are received. The policy can not be set up under the List Bill Arrangement until all completed forms are received.

Can subscribers on a list bill arrangement have different billing due dates?

No, all participants on a list bill must have the same billing due date. They can have different effective dates.

