



CLAIMS PRE-SCREEN CHECKLIST

1. _____ Enrollment form
2. _____ Last date of work
3. _____ Date returned to work
4. _____ Documentation as to how eligibility was maintained
5. _____ COBRA Election form
6. _____ Proof of COBRA payments
7. _____ Proof of deductible
8. _____ Proof of out of pocket
9. _____ Verification of other coverage
10. _____ UB-92
11. _____ Itemizations
12. _____ Pre-certification
13. _____ Claim Audit Results
14. _____ Copy of HCFA
15. _____ Pre-X/Creditable coverage
16. _____ Other (accident details, prior year pd claim report, etc.)