NORTHWEST ROOFERS AND EMPLOYERS HEALTH AND SECURITY TRUST

EMPLOYEE STATEMENT

☐ **Check here if your address is new.**

PART 1 - EMPLOYEE INFORMATION

EMPLOYEE'S NAME - First | Initial | Last

☐ M ☐ F

EMPLOYEE SOCIAL SECURITY NUMBER

EMPLOYEE BIRTHDATE Mo. | Day | Year

HOME ADDRESS STREET | CITY | STATE | ZIP | PHONE

EMPLOYED BY

LOCAL NO.

PATIENT'S NAME - First | Initial | Last

☐ M ☐ F

PATIENT SOCIAL SEC. NO.

PATIENT BIRTH DATE Mo. | Day | Year

RELATION TO EMPLOYEE ☐ Self ☐ Spouse ☐ Child

EMPLOYEE MARITAL STATUS
☐ MARRIED ☐ LEGAL SEP.
☐ SINGLE
☐ WIDOWED
☐ DIVORCED

IF CLAIM IS FOR DEPENDENT CHILD, PLEASE INDICATE THEIR RELATIONSHIP TO YOU
☐ NATURAL CHILD ☐ ADOPTED CHILD ☐ FOSTER CHILD
☐ STEP CHILD ☐ GUARDIANSHIP
☐ OTHER (EXPLAIN) _____

IF DEPENDENT CHILD IS AGE 19 OR OLDER, IS CHILD ENROLLED AS A FULL-TIME STUDENT?
☐ YES ☐ NO NAME OF SCHOOL _____
IF "NO", DOES CHILD HAVE A DEVELOPMENTAL DISABILITY OR PHYSICAL HANDICAP? ☐ YES ☐ NO

NAME OF SPOUSE (if not patient listed above)

SPOUSE BIRTHDATE

SPOUSE SOCIAL SECURITY NO.

IS SPOUSE EMPLOYED?
☐ YES ☐ NO

NAME & ADDRESS SPOUSE'S EMPLOYER

PART 2 - INSURANCE INFORMATION

ARE YOU OR YOUR DEPENDENTS COVERED UNDER ANOTHER GROUP INSURANCE PLAN? ☐ YES ☐ NO

IF "YES", GIVE NAME AND ADDRESS OF OTHER CARRIER _____

NAME OF SUBSCRIBER _____ SUBSCRIBER SOC. SEC. NO. _____

OTHER GROUP PLAN COVERS: ☐ PATIENT ☐ SPOUSE ☐ CHILDREN OTHER GROUP PLAN POLICY OR I.D.# _____

OTHER GROUP PLAN INCLUDES: ☐ MEDICAL ☐ DENTAL ☐ VISION NAME OF PERSON COVERED _____

ARE YOU OR YOUR DEPENDENTS COVERED UNDER MEDICARE? ☐ YES ☐ NO IF YES MEDICARE EFFECTIVE DATE _____

PART 3 - ACCIDENT/INJURY INFORMATION

WAS CARE REQUIRED BECAUSE OF AN INJURY? ☐ YES ☐ NO DID ACCIDENT OCCUR WHILE AT WORK? ☐ YES ☐ NO

DATE INJURED _____ DESCRIBE HOW INJURY OCCURRED: _____

HAS CLAIM BEEN FILED WITH LABOR AND INDUSTRIES? ☐ YES ☐ NO IF "YES", GIVE CLAIM NUMBER _____

FOR TIME LOSS: LAST DAY WORKED _____ DATE RETURNED TO WORK _____

AUTHORIZATION TO PAY BENEFITS TO PHYSICIAN:
I hereby authorize payment directly to the Physician of the Surgical and/or Medical Benefits, if any, otherwise payable to me for his or her services but not to exceed the reasonable and customary charge for those services. Do not sign if bills have been paid.

Employee Signature _____ Date _____

I hereby certify that the foregoing statements, including any accompanying statements, are true and correct and complete to the best of my knowledge, and hereby further authorize my attending physician, practitioner or hospital in which confinement took place to furnish and disclose all facts concerning my physical condition that are within their knowledge. A photocopy of this authorization is as valid as the original.

Patient Signature (if not minor child) _____

Employee Signature _____ Date _____

PROCEDURE FOR FILING A CLAIM

1. Complete all applicable sections of the "Employee Statement." Failure to properly complete the "Employee Statement" may result in a delay in processing your claim.
2. Attach an itemized bill for all charges relating to this claim. **If claim is for disability, a doctor MUST complete the "Attending Physician's Statement" on the reverse side of this form.**
3. Complete a separate form for each patient.
4. **Mail completed form and itemized bills to:**

N.W. ROOFERS TRUST
P.O. Box 34203
Seattle, WA 98124-1203
Phone: (206) 441-7574 or 1-800-331-6158

To insure prompt payment submit only itemized bills. An itemized bill is the actual bill from the provider showing: a) date of service; b) diagnosis; c) procedure done and d) cost of each procedure. A "balance due" or non-itemized bill is NOT acceptable.

Prescription drugs must have actual pharmacy receipt showing: a) name of pharmacy; b) name of patient; c) date prescription is filled and d) name and cost of drug. A cash register receipt is NOT acceptable.

If you have other Group Insurance or Medicare as your primary coverage you need to submit the itemized bill AND a copy of the matching insurance or Medicare payment explanation.

ATTENDING PHYSICIAN'S STATEMENT

PATIENT'S NAME	AGE

DIAGNOSIS AND CONCURRENT CONDITIONS

IS CONDITION DUE TO INJURY OR SICKNESS ARISING OUT OF PATIENT'S EMPLOYMENT? ☐YES ☐NO

PREGNANCY? ☐YES ☐NO IF "YES", APPROXIMATE DATE PREGNANCY COMMENDED. DATE:

COMPLETE REPORT OF SERVICES OR ATTACH AN ITEMIZED BILL IF A PREVIOUS FORM HAS BEEN SUBMITTED, YOU NEED SHOW ONLY DATES AND SERVICES SINCE LAST REPORT.

DATE OF SERVICES	DESCRIPTION OF SURGICAL OR MEDICAL SERVICES RENDERED	C.P.T. PROCEDURES CODE	CHARGES
		TOTAL CHARGES	$
		AMOUNT PAID	$
		BALANCE DUE	$

THIS AREA MUST BE COMPLETED BY THE ATTENDING PHYSICIAN IF APPLYING FOR TIME LOSS/DISABILITY BENEFITS.

DATE SYMPTOMS FIRST APPEARED OR ACCIDENT HAPPENED	DATE PATIENT FIRST CONSULTED YOU FOR THIS CONDITION
PATIENT EVER HAD SAME OR SIMILAR CONDITION? ☐YES ☐NO IF "YES", WHEN AND DESCRIBE:	PATIENT STILL UNDER YOUR CARE FOR THIS CONDITION ☐YES ☐NO
PATIENT WAS CONTINUOUSLY TOTALLY DISABLED (UNABLE TO WORK) GIVE DATES FROM THRU	LAST DAY WORKED
IF STILL DISABLED, DATE PATIENT SHOULD BE ABLE TO RETURN TO WORK	DATE EMPLOYEE RETURNED TO WORK

DOES PATIENT HAVE OTHER HEALTH COVERAGE? ☐ YES ☐ NO IF "YES", PLEASE IDENTIFY

DATE	PHYSICIAN'S NAME (PRINT)	SIGNATURE	DEGREE	TELEPHONE

STREET ADDRESS	CITY - STATE - ZIP CODE	INDIVIDUAL PRACTITIONERS TIN OR SS #

SEE OTHER SIDE FOR INSTRUCTIONS

BENEFIT, CLAIMS PAYMENT AND ELIGIBILITY INFORMATION
MAY BE OBTAINED FROM:
WELFARE & PENSION ADMIN. SERVICE
PHONE: (206) 441-7574 or 1-800-331-6158