

The Physician/Practice Self-Service Guide to Filing for Claims under the CIGNA Physician Settlement

CIGNA claim submission deadline is Friday, February 18

Physicians are encouraged to read Section 8. of the CIGNA Physician Settlement Agreement in order to gain an understanding of all categories of claims eligible for reimbursement under the Settlement (and related filing requirements). In the event you determine to file under the Claim Settlement Fund distribution process, the following "steps" will be helpful to you.

Step One: Visit the CIGNAPhysicianSettlement.com website and download the **Category I Code List** along with the forms that are required to accompany any re-filed HCFA/CMS 1500s:

- a. Proof Of Claim form for Category I claims
- b. Proof Of Claim form for Category II claims
- c. Category A Proof of Claim form

(Note: It will be useful to read the claim forms in their entirety prior to extracting/searching for claims data).

Step Two: Conduct either an electronic search of your historical billing and payment records or a search for the CIGNA CMS 1500s contained within patient files. It may be more productive to simply look for any and all historical CIGNA claims (*CIGNA subsidiaries are also included in the Settlement, such as, Healthsource, Connecticut General, Lovelace and others*). If you have matching explanation of benefits (EOB), it will be important to attach them to the CMS-1500s, wherever possible, in order to maximize reimbursement on all possible types of eligible claims, except those that require more documentation (see below).

You may decide to limit your search of historical CIGNA claims to just those claims that had code combinations listed in the Category I Code List, if possible to search your historical electronic or paper files by procedure codes submitted or by types of claims that would generally have included those code combinations

Step Three: Make a copy of all relevant or all historical CIGNA claims and accompanying EOBs.

Step Four: Fill out page 2. of the Proof of Claim form(s) for both the Category I and Category II forms and make sure that they are both signed by an authorized person (billing administrator or one of the physicians).

Step Five: Fill out a cover sheet, page 4. of the Proof of Claim form, for each claim refund you are requesting. You may use one cover sheet for multiple requests but you must fill out all boxes on the Cover Sheet and attach the CMS-1500s and/or EOBs.

Step Six: Record a log of all claims that you are sending to CIGNA for reimbursement (eg, excel spreadsheet).

Step Seven: Send all claims to the Poorman Douglas
Settlement Administrator
P.O. Box 3170
Portland, OR 97208-3170

Special note for Cardiologists and Radiologists: Most of your Category I claims (see Category I code list) code combinations have an asterisk marked next to the code combination. This means that you must attach either a Radiology Report, indicating that you performed both Cat Scans or an Operative Report detailing the procedures performed, to the CMS-1500 submission.

Any questions that you have regarding your preparation and submission should be directed to Poorman Douglas Settlement Administrator at 1-877-683-9363.