



# Commercial Prescription Drug Claim Form

Aetna Pharmacy Management  
Attn: Claim Processing  
PO Box 14024  
Lexington, KY 40512-4024  
FAX: 1-859-425-3371

Aetna Member Number (claim cannot be processed without number) <input type="text"/>	Group Number <input type="text"/>
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If you are enrolled in Medicare, check here

Employee Name (First, Middle, Last)	Employee Birthdate (MM/DD/YYYY)
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Employee Address (Street, City, State, ZIP Code)

Company Name & Address (Street, City, State, ZIP Code)

Employee Signature	Telephone Number (    )	Date
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### Prescription(s) were for:

Last Name, First, Middle Initial	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Employee <input type="checkbox"/>	Spouse <input type="checkbox"/>	Dependent <input type="checkbox"/>	Patient Birthdate (MM/DD/YYYY)
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Are any family members expenses covered by another group health plan, group pre-payment plan (Blue Cross-Blue Shield, etc.), no fault auto insurance, Medicare, or any federal, state, or local government plan?  No  Yes

If Yes, list policy or contract holder, policy or contract number(s) and name/address of insurance company or administrator.

If Medicare, check all that apply.  
 Medicare Part A  Medicare Part B  Medicare Part D

Member's ID Number with Other Carrier	Member's Name	Member's Birthdate (MM/DD/YYYY)
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Indicate reason for manually filing these claims:

<input type="checkbox"/> Coordination of Benefits – Please attach an Explanation of Benefits from the primary carrier along with the detailed receipt.	<input type="checkbox"/> Pharmacy not participating in network
<input type="checkbox"/> Extension of Benefits	<input type="checkbox"/> Pharmacy unable to process claim electronically
<input type="checkbox"/> I had not received my Aetna ID card	<input type="checkbox"/> Emergency – If Emergency, describe Emergency below, or on a separate sheet

**Manual submission of claims does not guarantee reimbursement of claim.**

**Describe Emergency**

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**Pharmacy Information** *Please attach detailed prescription receipts or ask your pharmacist to complete the remaining information. We cannot process your claim without this information.*

1) Date Filed (MM/DD/YYYY)	Rx Number	RX (Check one) <input type="checkbox"/> New <input type="checkbox"/> Refill	Quantity	Days Supply	National Drug Code (11 digit)  _ _ _ _ _ _ _ _ _ _
Medication Name, Strength & Dosage Form			Doctor Name & DEA Number Name: _____ DEA #: _____		DAW (Check one) <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
RX Price (including tax)					

2) Date Filed (MM/DD/YYYY)	Rx Number	RX (Check one) <input type="checkbox"/> New <input type="checkbox"/> Refill	Quantity	Days Supply	National Drug Code (11 digit)  _ _ _ _ _ _ _ _ _ _
Medication Name, Strength & Dosage Form			Doctor Name & DEA Number Name: _____ DEA #: _____		DAW (Check one) <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
RX Price (including tax)					

3) Date Filed (MM/DD/YYYY)	Rx Number	RX (Check one) <input type="checkbox"/> New <input type="checkbox"/> Refill	Quantity	Days Supply	National Drug Code (11 digit)  _ _ _ _ _ _ _ _ _ _
Medication Name, Strength & Dosage Form			Doctor Name & DEA Number Name: _____ DEA #: _____		DAW (Check one) <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
RX Price (including tax)					

**Place Pharmacy Label here or enter:**

Pharmacy Name	Pharmacist Signature Required	Date
Street Address	NABP Number	National Provider Identifier
City	State	ZIP Code
Pharmacy Telephone Number (    )		

## Member

- Please read carefully before completing this form. **Claim forms without the required information cannot be processed. Incomplete forms will be returned to you.**
- Take this claim form to the pharmacy when you obtain prescription drugs.
- If you use more than one pharmacy, use a separate form for each pharmacy.
- Use a separate claim form for each patient.
- Claims must be submitted within two years of date of purchase.
- Complete all employee and patient information on the top portion of the form and be sure to sign it.
- Give the claim form to your pharmacist to complete the bottom portion.
- **Mail or FAX the Prescription Drug Claim Form to: Aetna Pharmacy Management  
Attn: Claim Processing  
PO Box 14024  
Lexington, KY 40512-4024  
FAX: 1-859-425-3371**

## Pharmacist

- Complete bottom portion of form in full.
- Please include complete name and address of the pharmacy, NABP number, and authorized signature. Your signature attests that all information, including total charge, is correct. Incomplete claim forms will be returned.

Any person who knowingly and with intent to injure, defraud or deceive any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

**Attention Alabama Residents:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or who knowingly presents false information in an application for insurance is guilty of a crime and may be subject to restitution fines or confinement in prison, or any combination thereof.

**Attention Arkansas, District of Columbia, Rhode Island and West Virginia Residents:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**Attention California Residents:** For your protection California law requires notice of the following to appear on this form: Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

**Attention Colorado Residents:** It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado division of insurance within the department of regulatory agencies.

**Attention Florida Residents:** Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete or misleading information is guilty of a felony of the third degree.

**Attention Kansas and Missouri Residents:** Any person who knowingly and with intent to injure, defraud or deceive any insurance company or other person submits an enrollment form for insurance or statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto may have violated state law.

**Attention Kentucky Residents:** Any person who knowingly and with intent to defraud any insurance company or other person files a statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.

**Attention Louisiana Residents:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application is guilty of a crime and may be subject to fines and confinement in prison.

**Attention Maine and Tennessee Residents:** It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines, or denial of insurance benefits.

**Attention Maryland Residents:** Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**Attention New Jersey Residents:** Any person who includes any false or misleading information on an application for an insurance policy or knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

**Attention New York Residents:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each violation.

**Attention North Carolina Residents:** Any person who knowingly and with intent to injure, defraud or deceive any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which may be a crime and subjects such person to criminal and civil penalties.

**Attention Ohio Residents:** Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

**Attention Oklahoma Residents:** WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

**Attention Oregon Residents:** Any person who with intent to injure, defraud, or deceive any insurance company or other person submits an enrollment form for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto may have violated state law.

**Attention Pennsylvania Residents:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

**Attention Puerto Rico Residents:** Any person who knowingly and with the intention to defraud includes false information in an application for insurance or file, assist or abet in the filing of a fraudulent claim to obtain payment of a loss or other benefit, or files more than one claim for the same loss or damage, commits a felony and if found guilty shall be punished for each violation with a fine of no less than five thousand dollars (\$5,000), not to exceed ten thousand dollars (\$10,000); or imprisoned for a fixed term of three (3) years, or both. If aggravating circumstances exist, the fixed jail term may be increased to a maximum of five (5) years; and if mitigating circumstances are present, the jail term may be reduced to a minimum of two (2) years.

**Attention Texas Residents:** Any person who knowingly and with intent to injure, defraud or deceive any insurance company or other person files an application for insurance or statement of claim containing any intentional misrepresentation of material fact or conceals, for the purpose of misleading, information concerning any fact material thereto may commit a fraudulent insurance act, which may be a crime and may subject such person to criminal and civil penalties.

**Attention Vermont Residents:** Any person who knowingly and with intent to injure, defraud or deceive any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which may be a crime and may subject such person to criminal and civil penalties.

**Attention Virginia Residents:** Any person who knowingly and with intent to injure, defraud or deceive any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent act, which is a crime and subjects such person to criminal and civil penalties.

**Attention Washington Residents:** It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits.