Submitting Claims

Most claims will be submitted electronically by your provider to the EDI payer number on your ID card. But sometimes you may need to submit a claim yourself. It's a quick and easy process!

How to Submit a Claim

There aren't any long forms to complete! Just gather the following information, which is included on most standard medical billings:

- Your name and ID information from your insurance card
    - Patient name, date of birth, address
    - Employer name and address
    - Group number
- The date of the service
- The specific services provided
- The charge for each service
- The medical condition treated
- A copy of your receipt attached to a copy of the original bill , including provider name, address, and Tax Identification Number

Submit Your Claim via myEVHC.com

1. Login to the member portal at **myEVHC.com**
2. Click on the **Message** tab
3. Click **New Messages** and select the subject **Claim Submission** from the drop-down menu
4. Select **Choose File** to attach your claim information to the message (limit one attachment per message)
5. Review your message and click **Send**

You can also send your claim information to the address listed on your ID card under Medical Claims Submission. Most claims are processed within 7-10 working days.

For more information about submitting claims, as well as time limits for submissions, call EVHC at the number listed at the top of your ID card.

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