

Instructions on Submitting a Superbill to Blue Cross and Blue Shield of Oklahoma

1. After each visit with your provider, you will receive a Superbill. This document will be emailed to the email address we have on file for the client. You can also access this document through your Simple Practice portal.
 2. Print your SuperBill out.
 3. Fill out a Blue Cross Blue Shield of Oklahoma claim form. You can access this document in your Simple Practice portal.
 4. Fill out section 1 with the insured complete name, address, and employment status.
 5. Fill out section 2 with your insurance member ID, group number, patient's full name, patient's DOB, patient's gender, and patient's relationship to the insured.
 6. In section 3 you will select 'illness' (they do not have the option for behavioral) and place the date of service in the section provided next to the 'illness'.
 7. Look at your Superbill and place the diagnosis codes and descriptions that are listed on your Superbill on the lines provided in section 4 of the claim form. (e.g. F41.1- Generalized anxiety disorder)
 8. In section 5 and 6 you will select no.
 9. In section 7 you will select if you have any other insurance coverage, besides Medicaid, Medicare, and CHAMPUS.
 10. If you selected 'yes' to having other insurance coverage, other than Medicaid, Medicare, and CHAMPUS, you will fill out that insurance information with the insured DOB and relationship to the patient.
 11. If you have Medicare fill out the questions asked in section 8 and provide your Medicare identification number at the bottom of section 8. If you do not have Medicare, skip to section 9.
 12. In section 9 you will need the insured (policy holder's) signature, date signed, and telephone number.
 13. In section 10 you will add the bill amount of the visit you received. This will be listed on your Superbill under Total Charges.
 14. After you completely fill out your claim form you will attach it to the Superbill you printed.
 15. Mail both forms to: Blue Cross and Blue Shield of Oklahoma P.O. Box 3283 Tulsa, Oklahoma 74102-3283 This address is also located at the top left of the claim form as well as at the bottom of the claim form.
- Insurance can take up to 60 days to process your claims. If you have not heard anything back from your insurance company after 60 days you can get in contact with them by dialing the phone number provided on the back of your insurance card or by dialing 800-521-2227.