

Oklahoma Baptist University 2015-2016

# HOW TO FILE A MEDICAL CLAIM



All medical claims from providers and students should be mailed to:

**Cigna**

PO Box 188061  
Chattanooga, TN 37422-8061  
(EDI #62308)

File claims within 30 days of Injury or first treatment for a Sickness or as soon as reasonably possible. Claim Forms are not required. Bills should be received by the Company within 90 days of service. Bills submitted after one year will not be considered for payment except in the absence of legal capacity.

**Claim Inquiries Please Contact:**

HealthSmart

[akronclaims@healthsmart.com](mailto:akronclaims@healthsmart.com)

Medical Providers Call:

(800) 331-1096

All Other Calls:

(855) 856-2384