

Stop Pay Reissue/No Reissue or Check Request Form

This form is for providers to request stop pay reissue, stop pay no reissue or check copies. For electronic funds transfer requests, email <u>Electronic Commerce Services</u>.

Fax completed forms to 312-729-2457.

Before submitting this form, **allow 30 business days** from the check issue date. We respond to requests via email from <u>PTC Clerical</u> <u>Support Staff</u>. Ensure that your email settings allow receipt. Allow 30 days to receive the requested check after faxing us the form.

We accept only **one check request per form**. Submit a new form for each request. Ensure your **provider profile** is up-to-date before requesting a stop pay reissue request.

If a check has been voided or returned in the mail: Contact Provider Services at 1-800-447-7828. Choose the option for "adjust a claim." You will need to provide a claim number. Refer to our <u>Claims Caller Guide</u>.

Duplicate copies of a paper voucher, also known as a Provider Claim Summary, should **not be requested** using this form. To receive duplicate copies **electronically**, enroll to receive the <u>835 Electronic Remittance Advice</u> via the <u>Availity® Essentials</u> remittance viewer. Once enrolled for 835 ERA, you can **view and help reconcile claims data** using the remittance viewer. <u>Learn more</u>.

To view, download and print the Provider Claim Summary online, use the Provider Claim Summary tool in the BCBSMT-branded Payer Spaces section in Availity. Learn more.

Complete all fields below to ensure processing.

Provider Information

Request date:	NPI number:	
Provider name:		
Provider billing address:		
Contact person:		
Fax number:		
Email address (responses will be sent to this address):		

What are you requesting?

Stop pay reissue	Stop pay no-reissue		Check copy
For a check reissue, has the address for the reissue check recently been updated?			
Check number:		Issue date:	
Amount:		Member Group and ID number:	
Member name:		Claim number :	

Additional Resources

- · For online 835 ERA and EFT registration: See our Availity EFT and ERA enrollment user guide.
- · For missing or out-of-balance 835 ERA transactions or 835 EFT enrollment questions: Email Electronic Commerce Services.

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