

# Instructions for Making Claims

## Aflac: Hospital Protection Hospitalization Claims

### Before you submit the claim

Before submitting hospitalization claims with Aflac you need to obtain a **UB-92** form from your hospital's billing department. (The UB-92 is a form that hospitals use to bill insurance. The hospital will not bill Aflac, but you will use this form to validate your claim.)

### Filling out the claim form

In making hospitalization claims with Aflac's Hospital Protection plan, you will use the "Sickness" claim form. (If you are making hospitalization claims with more than one Aflac policy, you only need to complete one claim form.)

- PAGE 1:
- Filing Claim For: Indicate the type of claim and list your policy number (See *Tips for Making Maternity Claims* below).
  - Section A: Complete and sign and date at the bottom of the page.
- PAGE 2:
- Section B: Leave this blank. (The UB-92 provides the needed information.)
  - Section C: Leave this blank. (There is no disability coverage with this policy.)
- PAGE 3:
- Section D: Leave this blank. (There is no disability coverage with this policy.)
- PAGE 5:
- List your policy number in the space provided, then sign and date at the bottom of the page.

### Submitting the claim

Simply fax the claim form with the UB-92 to (877) 442-3522.

### Tips for Making Maternity Claims

- PAGE 1:
- Filing Claim For: Check both "Pregnancy" and "Hospitalization." List your policy number in "Hospital Indemnity Policy Number" box. If you have a second hospital indemnity policy with Aflac, list the second policy number directly under the box.
  - Section A: Place of Employment: If you are not currently employed you can leave this blank.
- PAGE 5:
- If you have another policy with Aflac, list the other policy number directly under the first.