



ILLINOIS  
DEPARTMENT OF CENTRAL  
MANAGEMENT SERVICES

**Risk Management Division**

**MEDICAL BILL TRANSMITTAL FORM**

**Re: Client Name:** \_\_\_\_\_ **CF#:** \_\_\_\_\_ **D/A:** \_\_\_\_\_  
**Vendor Name:** \_\_\_\_\_ **SS#:** \_\_\_\_\_ **or**  
**Address:** \_\_\_\_\_ **FEIN:** \_\_\_\_\_  
\_\_\_\_\_ **ACCOUNT#:** \_\_\_\_\_

**Received:** \_\_\_\_\_ **Dates of Service: From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Total Amount of Bill:** \$ \_\_\_\_\_

**Type of Service:**

**Facility #:** \_\_\_\_\_ ☐ **WC 02 Medical** ☐ **WC 08 IME** ☐ **WC 11 Rehabilitation**  
☐ **WC 12 Claims Management**

**NOTE:** When submitting a bill for payment, supporting documentation and attachments are required. If any of the information is missing, this transmittal form will be returned.

**MEDICAL BILLS WILL BE RETURNED IF YOU HAVE NOT SUBMITTED THE PAPERWORK TO ESTABLISH A CLAIM.**

**In order for the office to process the above-mentioned bill, we must have the following:**

\_\_\_\_\_ **Discharge Summary** \_\_\_\_\_ **Radiology Report** \_\_\_\_\_ **Emergency Room Report**  
\_\_\_\_\_ **CT Scan Results** \_\_\_\_\_ **Medical Report** \_\_\_\_\_ **Prescription Names**  
\_\_\_\_\_ **Test Result**

**Approved for Payment:** \_\_\_\_\_  
(Adjuster Signature) (Date)

**Denied for Payment:** \_\_\_\_\_  
(Adjuster Signature) (Date)