

Simplified Billing Manual Claims batch header (HW091)

When to use this form

Private health insurers and approved billing agents should use this form when they are unable to electronically transmit a simplified billing claim.

This form is an approved form under subsection 20B(2)(a) of the *Health Insurance Act 1973*.

For more information

For more information about Simplified Billing and ECLIPSE, go to servicesaustralia.gov.au/simplifiedbilling

For all other enquiries, call **1300 130 043** Monday to Friday, 8:30 am to 5 pm, local time.

Call charges may apply.

Filling in this form

You can fill and sign this form digitally in some browsers, or you can open it in Adobe Acrobat Reader. If you do not have Adobe Acrobat Reader, you can print this form and sign it.

If you have a printed form:

- Use black or blue pen.
- Print in BLOCK LETTERS.

Claim details

1 Private health insurer or approved billing agent name

2 Minor ID or registration number

3 Date of claim

4 Claim number

5 Number of claims (maximum 50 service lines per batch header)

1 item = 2 service lines if referral/request details are included.

6 Reason for manual process

Sender's details

7 Authorised contact person's full name

Position held

Contact phone number

Fax number

Email

Privacy notice

8 The privacy and security of your personal information is important to Services Australia, and is protected by law. We need to collect this information so we can process and manage your applications and payments, and provide services to you. We only share your information with other parties where you have agreed, or where the law allows or requires it. For more information, go to servicesaustralia.gov.au/privacy

Sender's declaration

9 I declare that:

- I am the authorised contact person on behalf of the private health insurer or approved billing agent.

I understand that:

- giving false or misleading information is a serious offence.

Your full name

Your signature

Date

Returning this form

Return the completed form with the original invoice/accounts:

- by fax to **(03) 9605 7006**

or

- by email to mps.assessing@servicesaustralia.gov.au

There may be risks with sending personal information through unsecured networks or email channels.