# Cancer Claims Checklist

## Identify your policy

*Please include at least three pieces of identifying information.*

- [ ] Policy number.
- [ ] Policyholder’s name.
- [ ] Policyholder’s date of birth.
- [ ] Policyholder’s address.

## Definitions & acronyms

- HCFA 1500 (non-hospital bill).
- Itemized hospital bill (IHB).
- UB04 (itemized hospital bill).
- Authorization to obtain information (AU).
  *(This allows Aflac to request additional documentation on your behalf.)*
- Pathology report - Test results from specimen that diagnosed cancer.

## What you need to file a claim

- [ ] Patient’s name and date of birth.
- [ ] Patient’s relationship to policyholder.
- [ ] Pathology report is required for all skin cancer claims and the initial claim for an internal cancer diagnosis.

## Proof of services

*Please obtain the supporting documents for the corresponding benefit.*

- [ ] **Initial cancer diagnosis** (internal or skin).
  - Positive pathology report.
  - MRI, CT scan or PET scan. *(If a pathological diagnosis of cancer cannot be made but cancer was diagnosed by a scan.)*
- [ ] **Hospital confinement.**
  - Itemized hospital bill (IHB with diagnosis/UB04).
  - Discharge summary.
    *(To include the type of room and level of care.)*
  - Admission/discharge date and time.
    *(Must be included.)*
- [ ] **Radiation, chemotherapy, immunotherapy.**
  - IHB/UB04/HCFA-1500.
  - For oral chemotherapy, pump/self-injected medication. *(Regimen is required for initial treatment for each drug.)*
  - Protocol verification *(and dual-action drugs).*
  - Pharmacy statement/receipts/medical prescription.
- [ ] **Second surgical opinion.**
  - Consultation report.
  - Physician/office notes.
  - Hospital consultation notes.
- [ ] **Surgery.** *(name, procedure description and/or code.)*
  - Operative/surgical report.
  - Pathology report.
  - HCFA 1500/UB04.
  - Physician/office notes.
  - Hospital reports.
  - Surgeon billing.
- [ ] **Transportation and/or lodging.**
  - Proof of mileage. *(Navigation apps such as Google Maps, Apple Maps, Waze, etc.)*
  - Lodging receipts.
  - Corresponding medical documents for covered treatment dates.