



Helix Diagnostics
 6620 Highland Road
 Waterford Township
 MI, 48327
 Phone: (888)275-5221



BILLING CHANGE REQUEST FORM

Client Name: _____ **Client Account Number:** _____

To change the billing type, complete the information below and fax this form to 866.923.2798.

Patient Name: _____ Patient Address: _____

Date of Birth: _____

Date of Service: _____

Patient Phone Number: _____ Change

Billing To: Insurance Bill

- Client Bill (Reason):
- All Tests (Including Pathology) All Tests (Except Pathology)

Only these charges: _____

For insurance billing, please provide the information below:

Insurance Name: _____ Claim Address: _____

ID#: _____

Group#: _____

Diagnosis: _____

Physician signature required for Dx changes/additions:

Form completed by: _____ Phone Number: _____
 (Please print)

Timely Filing Limits

Medicare	12 months	Humana Chicago Health System (CHS)	90 days
Medicaid	12 months	(MacNeal, West Suburban, and Weiss)	
Blue Cross/Blue Shield (BCBS)	12 months		90 days
Blue Cross HMO	90 days	Tricare	12 months
Aetna Health Plan	6 months		
Private Healthcare System/Multiplan	120 days		
DuPage Medical Group (DMG)	90 days		
United HealthCare	90 days		
Cigna	180 days		

All other payers not listed here would have a 90 day timely filing limit. In order for us to bill your accounts to the insurance companies, we need your request 21 days before the timely filing limits.