



PROVIDER *bulletin*

October 13, 2008

RE: New Mailing Address for Claims

Dear KHS Provider:

We are pleased to announce **effective November 1, 2008 all claims and disputes** should be mailed to the following address:

**Kern Health Systems
P.O. Box 25003
Bakersfield, CA 93311**

As a reminder, to ensure the quickest and most efficient claims processing we ask that you follow the guidelines listed below:

1. Do not hand write your claim form.
2. Do not use highlighters.
3. Do not submit photocopies, facsimiles or carbon copies of claim forms.
4. Do not use correction fluid.
5. Do not use a dot matrix printer.
6. Mandatory use of standard red claim forms only (UB-04 or CMS1500).
7. Discontinue mailing to Birmingham, Alabama. Any claims sent to Alabama will be boxed and forwarded to the new address above.

If you should have any questions regarding this change please call Provider Relations at (661) 664-5146.

Thank you,

Stacy Reeves
Claims Manager
Kern Health Systems

