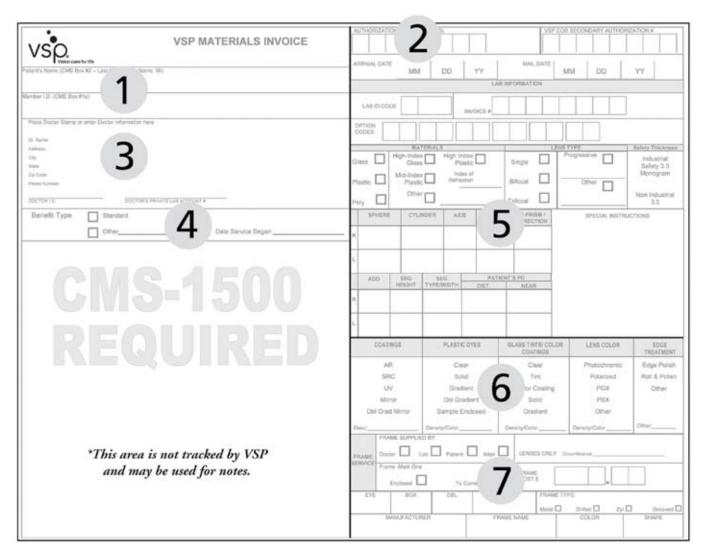


VSP Materials Invoice

Please fill in the form completely and print clearly in black uppercase letters. This will help ensure prompt and accurate payment.



Completing the VSP Materials Invoice Form

- Copy the following information from the CMS-1500 (formerly HCFA-1500) form:
 - Patient's name from CMS-1500 Box #2
 - Member ID number from CMS-1500 Box #1A
- 2. Copy the Authorization Number from CMS-1500 Box #23
- 3. Stamp or print your doctor information.
- 4. Enter the Benefit Type and Date Service Began.
- 5. Complete the materials, lens type and prescription section.
- 6. Circle all options that apply to the patient's material order.
- 7. Complete the frame section and list the wholesale frame cost.

Sending the VSP Materials Invoice Form to the Lab

(Must be submitted with the CMS-1500 form):

- Detach the goldenrod (Doctor's Suspense) copy and retain it for your records.
- Staple the completed CMS-1500 form to the Materials Invoice form and send to the VSP contract lab of your choice.
- Once the lab completes the order, they will return the pink (Doctor's) copy along with the materials to you.
- 4. Retain the pink (Doctor's) copy in the patient's file.

Note: It is the doctor's responsibility to verify the patient's coverage. Materials dispensed (lenses, frame and options) must be listed with the appropriate HCPCS code on the CMS-1500 form. Information provided on the Materials Invoice form is for lab use only. VSP will only reimburse you for services listed on the CMS-1500 form.