



Work Injury Employer Billing & Payment Information

Ingalls Occupational Health Billing office will:

- On a monthly basis, forward all injury claims, along with the medical report, to the designated party responsible for payment
- Process delinquent notices (via letter or phone call) on any balances past the sixty (60) day payment expectation
- Revert claim to patient responsibility upon receipt of notification of a non-work related claim
- Forward to a collection agency, any outstanding unpaid claims over 180+ days

The Company is responsible for:

- Completing the First Report of Injury and submitting it to your work comp carrier/third party administrator
- Forward injury claims, along with the medical reports, to the party responsible for payment within sixty (60) days (claims will not be paid without the medical reports)
- Inform Ingalls Occupational Health Billing office, in writing, on any claim deemed not work related
- Respond to delinquent notices in a timely manner before outstanding balances revert to patient responsibility or are forwarded to the collection agency
- Notify Ingalls Occupational Health Billing office of any changes in workers' compensation carrier

Send Explanation of Benefits and payments to:

Ingalls Occupational Health
75 Remittance Drive
Suite 1660
Chicago IL 60675-1660

If you have any questions regarding the above information, please contact our billing office at 708-915-4889 or 4892.