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## Submitting claims with your online secure claims portal account is easy!

To file a claim using your [TRICARE Overseas](#) secure claims portal account, you must scan all documents as one attachment for each claim. You will need to send a completed TRICARE DoD/CHAMPUS Claim Form-Patient's Request for Medical Payment (DD2642) with itemized bills, invoices, and receipts. Bills must be on the doctor's letterhead or stationery. When submitting a claim, please include the following:

- Item description
- Doctor name and address
- Date of care (admission and discharge)
- Charge for each item

If you made a payment to the provider at the time of service, please write *patient paid in full* on the claim form. Claims over \$1,000 USD require proof of payment. Acceptable payment methods include:

- Credit card or bank statement
- Copy of check signed by patient/sponsor to the doctor
- Electronic fund transfer transmission

**It's easy!** Click on the [Submit a New Claim](#) button to start the process. Please ensure all information is legible and sent in one of the acceptable transfer methods below:

- .tif/ .tiff (tif image)
- .doc/ .docx - (Word document)
- .pdf (Adobe document)
- .xls/ .xlsx (Excel document)
- .jpg/ .jpeg (jpeg image)

Note: File cannot exceed 15 MB. It may take up to 15 days for the claim to show up in the online secure claims portal account for you to track payment/progress.

For more information, please [contact](#) your TOP Regional Call Center, Option #2.