

How to Submit a Claim

Step 1

When submitting a claim, make sure that it is submitted with the correct account or statement.

Step 2

Ensure that the following details are included on the submitted claim (invoice):

- Name and membership number of the member
- Who was treated, for example, dependant or main member?
- Name of the supplier or service
- The final date the service was rendered
- The total amount charged for the service
- Tariff amount covered by the Scheme
- Practice number
- ICD 10 code
- Claim (invoice) to be signed by member.

The claim has to be submitted no later than the last day of the 4th month following the month in which the service was rendered.

Step 3

Submit your claims by using any of the following methods:

- Email scanned copy of the invoice to claims@spectramed.co.za
- By post to Private Bag X1, Gardenview, 2047.
- By fax to 0861 492 492.

