



Essential Information for Initiating the Lien Resolution Process

1. Claimant Details

- Name
- State of Residency
- Date of Birth
- Social Security Number (SSN)

2. Basic Injury Information

- Date of Accident
- Summary of Accident
- Summary of Injuries

3. Zipliens Authorization Form

- To be received prior to or during client onboarding.

4. Client's HIPAA Authorization and/or Medical Release

- One is required for EACH file. This will be paired with our ZipAuth to obtain lien information.

5. Lien and/or Bill Information

- **Medicare:** Zipliens POR
- **Medicare Part C/D:** Health Insurance Card or Correspondence from Lien Holder or Insurance Information (Name & Policy Number)
- **Medicaid:** Health Insurance Card or Correspondence from Lien Holder or Insurance Information (Name & Policy Number)
- **Private Health Insurance:** Health Insurance Card or Correspondence from Lien Holder or Insurance Information (Name & Policy Number)
- **Provider Hospital:** Copy of Bill or Copy of Lien
- **Provider Non-hospital:** Copy of Bill or Copy of Lien
- **VA:** Name of Facility
- **TriCare:** Correspondence from Lien Holder or Insurance Information (Name & Policy Number)
- **Short-Term Disability:** Disability Policy Information or Correspondence from Lien Holder or Insurance Information (Name & Policy Number)
- **Med Pay:** Correspondence from Lien Holder or Insurance Information (Name & Policy Number)

6. Case Status Information

- New Case
- Preparing Demand
- Negotiations
- Litigation
- Settled