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Instructions for Filing Insurance Claims

1. I do *not* provide direct insurance billing. You will be provided a receipt for professional service(s) at the end of each counseling session. On this receipt, you will find the following information documented:

    a. Service rendered [e.g. Individual Counseling]
    b. ICD-9 Billing Code [e.g. 90837]
    c. Fee paid for service rendered
    d. Provider's name, credentials, contact information
    e. NPI (National Provider Identification)
    f. EIN (Employer Identification Number)
    g. Indiana License number
    h. Your DSM V Diagnosis
    i. Place and date of service

2. The professional service receipt contains all of the information that your insurance company will need to process your benefits.

3. If your carrier requires an additional form, simply fill out the top of the insurance form with you personal information.

4. Be sure to note "see attached" any place on the insurance form requesting information provided by the professional service receipt [see list above].

5. Finally, attach the professional services receipt(s) to the bottom third of the insurance form and mail it, with receipts attached, directly to your insurance carrier.

6. Claims will be processed with out of network provider benefits.

7. Please do not mail or send any insurance forms directly to me. If you have questions about filing your claim and/or need any additional signatures, please bring your insurance paperwork with you to your next scheduled appointment and I will be happy to assist you as best I am able.

8. You are able to utilize a flexible spending account to pay for services which would not require submitting a claim to your insurance company.