

Health Insurance Reimbursement Resource:

This form is a resource for those seeking reimbursement for their visits from their insurance company. Have this form available when you call your insurance company regarding your reimbursement benefits.

When inquiring about your out of network coverage, ask the following questions:

Representative: _____

Date and Time of Call: _____

Do I have out of network coverage? Yes ___ No ___

If you have out of network coverage, ask the following questions:

- Do I need to meet a deductible before receiving reimbursement?
 - Yes ___ No ___
 - Deductible Amount \$ _____
- Has the deductible been met this year?
 - Yes ___ No ___
 - Amount Met \$ _____
- What percentage is covered after my deductible is met? _____
- Do I have a copay that is deducted from my reimbursement? _____

If you do not have out-of network coverage, you can request an out-of-network exception, ask the following questions:

- What is the process for requesting an out-of-network exception?

 - Please contact Hannah Willcutt at 603-581-6346 or hannah@valleyrootspt.com if you require info regarding the provider and/or practice or diagnosis codes.
- Can coverage begin retroactively? Yes ___ No ___
 - If not, what date will coverage begin? _____
- Is there a limit on the number of visits? Yes ___ No ___ # _____
- Will the following codes be covered?

○ 97110 _____	○ 97140 _____	○ 97161 _____
○ 97112 _____	○ 97530 _____	○ 97162 _____
○ 97116 _____	○ 97535 _____	○ 97163 _____
- After submitting the network-exception request, when will I receive a response? _____
- If my out-of-network exception request is approved:
 - Do I need to meet a deductible before receiving reimbursement?
 - Yes ___ No ___
 - Deductible Amount \$ _____
 - Has the deductible been met this year?
 - Yes ___ No ___
 - Amount Met \$ _____
 - What percentage is covered after my deductible is met? _____
 - Do I have a copay that is deducted from my reimbursement? _____

If your request for an out-of-network exception is approved, you should receive an authorization number for the approval. We recommend that you write the authorization number on your Superbill or member claim form. This will help your insurance company reference the approval so that they will know to process the claim as in-network.

Questions to ask regarding claim submission:

- How do I submit my claims (i.e. via mail, fax, online, or email)? _____
- Is there a claim form that I need to complete and send with my Superbill? _____
- What is the timeline in which I need to submit my claims? _____
- What is the processing time for my reimbursement? _____