

INSURANCE COVERAGE CHECKLIST

*Please print and use the following form when calling your insurance company to inquire about **outpatient mental health benefits**. By speaking directly to your insurer, you will be fully informed about your out-of-pocket expenses. Have your insurance card available when you call and bring this completed form to your first appointment.*

Policy ID Number:

Subscriber's Name and Date of Birth:

Insurance Company's Customer Service Representative Name and Date of Call:

You are inquiring about **outpatient mental health benefits**.

1. Is Marianne Rowe a contracted (or "in-network") provider with your company?
(If yes, proceed with questions #2-9; if no, proceed with questions #9-10)
2. Is Pre-Authorization for outpatient mental health benefits required?
-- If "yes," ask what is the procedure for pre-authorization.

-- If "yes," be sure that you obtain an Authorization Reference Number:
3. Is there a deductible?
-- If "yes," ask how much it is and how much has been met?
4. How many sessions per year are allowed/approved?
5. Is there a maximum amount paid for these services? Per individual? Per family?
6. What is the co-pay per session?
7. Are there any exclusions to this coverage (e.g., family therapy, couples therapy)?
8. Are there any specific conditions or diagnoses that are not covered (e.g., sleep disorders, ADD/ADHD, etc.)?
9. What is the Claims Mailing Address & Telephone Number?
10. Is there any reimbursement for **Non-contract (Out-of-Network) Providers**?

(You will pay the full session fee at each visit and be given a claim form to submit to your insurance company's claim address. If there are out-of-network provider benefits, your insurance company will directly reimburse you an amount determined by the contractual provisions and limitations of your plan.)