

Comprehensive Psychological Services, P.C.

Billing Procedures

We thank you for using our services. The following information is provided to assist you in understanding our billing practices.

Dr. Frey and Dr. Grandt-Dudle are licensed clinical psychologists who provide diagnostic, testing, and treatment services. As such, you will be able to receive reimbursement for services from your insurance company. If you are insured through a BCBS policy, you will need to make sure that we are in your plan. **We are in-network for BCBS PPO insurance products only. This does not include Blue Choice or BCBS HMO products.** We are not in-network for other insurance companies (i.e. Aetna, United Healthcare, CIGNA, Humana, United Behavioral Healthcare, etc.) and would be considered out-of-network providers. When contacting your insurance company about coverage you would ask what the benefits are for mental health/behavioral health services provided by in-network or out-of-network providers depending on your health care plan. The insurance company may ask for the billing codes which will be utilized. These could include **90791** for diagnostic interviews, **96130, 96131, 96136 & 96137** for psychological testing, **96132, 96133, 96136 & 96137** for neuropsychological testing, **90834** or **90837** for individual psychotherapy, and **90847** for family therapy. If you are seeking our services for neuropsychological/psychological testing, you should also inquire about whether or not pre-authorization is required. Additional information regarding testing can be found under the Psychological Testing Policies and Procedures link on our web site.

When we are **in-network** providers, we will take your insurance information and submit directly to your insurance company. You will be responsible for any deductibles, co-insurance or co-payments and material fees. These will be collected at each session or at the end of the month. If we are doing monthly collection we would prefer a credit card on file to run these charges.

When we are **out-of-network** providers, we would ask you provide payment directly to us. Collection of fees can take place at the time of service or monthly. Comprehensive Psychological Services accepts payment by cash, check, credit card or HSA/FSA debit cards. If you would prefer, we can keep a credit card on file and payment can be taken at the end of each month. A statement of charges and payment will be sent to you following this transaction. There are two ways claims can be submitted to your insurance company for reimbursement. 1) You can send the receipt provided by your therapist along with the necessary information you are required to provide directly to your insurance company. Our receipt will include the patient name, date of service, procedure code, diagnosis code, provider name and license number. 2) Our office can send a HCFA form directly to your insurance company assigning reimbursement for services provided directly to you.

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Please let us know how you would like us to handle your account.

_____ I will provide a credit card to be kept on file with Comprehensive Psychological Services and ask that payment be taken at the end of each month for services rendered. I understand that a receipt of this transaction will be mailed to me.

_____ I am a BCBS PPO member and will pay for co-insurance/deductibles at the end of the month via: (Note: **Copayments** are due at time of service)

_____ credit card on file with CPS

_____ check/cash

_____ I will pay at the time of service and submit the necessary information to my insurance company.

_____ I will pay at time of service and request that Comprehensive Psychological Services submit a HCFA form to the insurance company with reimbursement payable directly to the insured. I understand that a receipt will be provided for my records.

Patient Name _____

Signature of Responsible Party _____

Date Signed _____/_____/_____