



ASSIGNMENT OF BENEFITS AGREEMENT

Our office will accept an assignment of benefits from your insurance company with the following provisions. It is important to understand, though, that the contract regarding your mental health benefits is between you, your employer, and your insurance company. The obligation you have with our practice is to pay for treatment, regardless of the amount that may or may not be reimbursed by your insurance company. The following provisions identify our policies governing insurance claims.

- Although we are willing to complete insurance information forms and submit a claim on your behalf, we do not accept responsibility for the outcome of the transaction. Completing insurance forms is a courtesy we extend to you in an effort to maximize your insurance reimbursement. By having our office process your insurance forms, it is important that you understand that this does not eliminate your financial obligation for your treatment.
- We require you to sign this form and/or any other necessary assignment documents that may be required by your insurance company. This instructs your insurance company to make payment directly to our office, and allows for us to communicate with your insurance on your behalf if an appeal is needed.
- We require you to pay the co-payment/deductible, which is the amount not covered by your insurance company, at the time we provide service to you.
- Insurance payments ordinarily are received within 30 days from the time of billing. If your insurance company has not made payment to our office within 45 days, we will ask you to pay the balance due at that time. You will be responsible for seeking reimbursement from your insurance company at that time.
- Prior to treatment, our office will call your insurance company to verify your eligibility of benefits and communicate that coverage to you, based on what we are told. Our office does not guarantee that your insurance company will pay for treatment based on that verification received and so you may also want to call the insurance company to verify your coverage. If your claim is denied, you will be responsible for paying the full amount at that time.
- Our office will dispute a claim with your insurance company on your behalf; we will provide necessary documentation your insurance company requests to sort out any confusion or questions that may arise. We will cooperate fully with the regulations and requests of your insurance company. However, it is ultimately your responsibility to resolve any type of dispute over payments made or not made by your insurance company.

I HAVE READ AND UNDERSTAND THE ABOVE TERMS AND CONDITIONS. I AUTHORIZE MY INSURANCE COMPANY TO PAY MY MENTAL HEALTH BENEFITS DIRECTLY TO THE PROVIDER AND FOR MY PROVIDER TO APPEAL CLAIMS ON MY BEHALF.

Printed name of Client/Responsible Party

Date

Signature of Client/Responsible Party