

Information I will need if you are using insurance:

Before your appointment I will need you to email me the following information so your insurance benefits can be verified:

1. The name of your insurance company?
2. The company for your mental/behavioral health benefits?
3. Whether or not I'm a provider for your particular mental/behavioral plan.
4. If not, will they will pay me as an out of network provider?
5. The ID number?
6. The Group number?
7. The insured policy holder's name (you, a parent, a spouse), their DOB, address, telephone number and social security number?
8. The patient's name, DOB, address, telephone number?
9. The phone number on the back of your card for mental/behavioral health, the mailing address, and the customer service number
10. Your annual deductible and what amount is still due for this year?
11. How many visits you are allowed in a year?
12. How many visits you have left for the year?
13. Do you need an authorization number?
14. What is your co-pay per visit? The first one is usually more.

While I may be a provider for your insurance company that does not guarantee that I am a provider for a smaller company they may be using for mental/behavioral issues. Insurance billing has become very complicated so you need to know that if your company makes it too difficult for my billing company to collect you will be held responsible for the amount due. You will be more successful than we are at getting your insurance to reimburse you as you are paying them to insure you.

I'm attaching the forms along with the directions on the last page so please read everything. You will need to print out all the forms first then fill them out and sign the bottom of each page. You will need to bring all the forms, information, and your insurance card for your first session or I will not be able to see you. If you do forget them there will be a clipboard on the bench with forms to fill out there too. If insurance is not being used I charge \$150 for the initial consult and \$120 for following sessions unless we've made prior arrangements. Payment is due at the time of service. I take cash or checks. You may also pay through PayPal using my email address susankwarren@comcast.net. Please give me 24 hours cancellation by calling 520-742-1780. Please do not email me to cancel. I do charge the full amount if not cancelled within 24 hours time. I look forward to meeting you and thank-you for your inquiry.

Susan Warren (520) 742-1780
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