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Tips for using Out-of-Network Benefits

If you have Out-of-Network (OON) benefits, this sheet is designed to help you get the information you may need to submit a claim on your own behalf.

It is often easiest to call your insurance company for this information. You can find the number on your insurance card. Keep your insurance card on hand, as well as information about the primary insured and their employer.

You can use this form as a place to record all the information. This information is for your reference only.

1.) Do I have Out-of-Network Benefits?

Yes No

- **If you answered, No, this means you do not have OON benefits, and do not need to complete the remainder of this worksheet, as it will not apply. This means none of your fee will be covered by your insurance company.**

2.) Do my OON benefits cover routine outpatient mental health services (also known as behavioral health)?

Yes No

3.) My therapist uses the following CPT codes, can you tell me which are covered?

*If Prior Authorization is required, please get details. I mostly use 90837 and 90834..

CPT Code	Covered	Not Covered	Requires Prior Authorization
90791			
90837			
90834			
90832			
90839			
90840			

Details about Prior Authorization requirements (if any):

4.) Do I have a deductible? (A deductible is the amount you will pay out of pocket before your insurance company will provide reimbursement)

5.) How much does my plan cover? (This might be called your coinsurance, or member cost-share. It is often calculated on a percentage basis).

6.) Does that cover the full billed charges or the insurance companies' allowable amount?

Full billed charges Allowable amount

Enter the estimated allowable amount here: _____

7.) Will Telehealth be covered if I use my Out-of-Network benefits?

Yes No

Does my provider have to use a special telehealth platform to obtain reimbursement?

Yes No

Additional Notes: _____

8.) How do I submit a claim?

9.) Do I need a special form to submit along with my Superbill?

Yes No

Space to copy URL if available online

10.) How will I be reimbursed?

11.) Can I get your name and reference number for this call?

Some additional tips:

- Some insurance companies will try to encourage you to use in-network providers before giving you information. As you know, you are welcome to find an in-network provider, and they should be able to provide you with a list of current in-network providers.
- However, it is your right to use your OON benefits. You generally should not have to provide details about why you want to use your OON benefits. Insurance companies must provide you with the details of your benefits, including answering the specific questions on this form.
- It could be helpful to getting your claims processed/approved to provide some basic details about why you are seeking to work with me over another provider. (e.g. you have been referred for a specific treatment modality or specialty; you cannot find an in-network provider, etc.)
- If you feel that the representative does not know how to help you, or is withholding benefit information, you can ask to speak to another representative.
- Please note, I do not offer single case agreements. I should not have to provide anything to the insurance company for your claims to be accepted.
- Recently, some insurance companies are no longer covering telehealth for OON benefits, or they want providers to use a certain telehealth platform that requires contracting.
- If you are still having trouble getting this information, please speak to your employer/HR representative.