

Questions to Ask Your Insurance Carrier (or EAP Provider):

The following information will help ensure your insurance &/or employee assistance program will reimburse me for counseling services. It will also help you know what your financial responsibility will be at the time of service. I hope this helps!

Your Name _____
Today's Date _____ Date of Birth _____

Insurance Company Name _____
ID# _____

EAP Name _____ (if applicable)
Insurance (or EAP) Phone# _____ (for mental/behavioral health)

1. Is authorization required for outpatient mental health services? Yes No
If yes, complete following:
Insurance Auth. # _____ for _____ (#) sessions,
from _____ to _____ (start/end dates).

EAP Auth. # _____ for _____ (#) sessions,
from _____ to _____ (start/end dates).

2. Where are claims mailed for mental health services? _____

3. Is Marci Payne, MA, Licensed Professional Counselor, an in-network provider? Yes No
If yes, what is my co-pay/co-insurance? _____
If no, do I have out of network benefits? _____

Do I have a deductible to meet first? Yes No
If yes, how much is my deductible? _____
How much is met to date? _____ When does it start over? _____

4. Do I have unlimited visits? Yes No
If no, how many visits am I allowed per year? _____
Is there a limitation for how many services I can use in one day? Yes No
Is marital or family therapy covered (if applicable)? Yes No