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## Insurance Worksheet

To assist you in figuring out how much of your treatment will be covered by insurance, we have created a simple list of questions for your insurance provider. Start by calling the 800 customer service line located on the back of your insurance card. In order to accurately record the information given to you on the call, make sure to write down the date and time of the call and who you spoke with.

Date & time: \_\_\_\_\_ Representative: \_\_\_\_\_

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Does my policy include a mental health benefit? Yes \_\_\_\_\_ No \_\_\_\_\_

How many psychotherapy sessions are covered per year? \_\_\_\_\_

Do I have a *copay* or *co-insurance* for psychotherapy sessions? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what is my copay/co-insurance? \_\_\_\_\_

What is my annual medical deductible? Is my mental health deductible **part of** or **separate** from my medical deductible?

\_\_\_\_\_  
\_\_\_\_\_

How much of my deductible have I met this year?: \_\_\_\_\_



Questions below only apply if you do not have an insurance policy through Blue Cross Blue Shield (PPO/Choice) or Professional Benefits Administrator. All other plans or insurance companies are considered “out-of-network” at this time.

Does my policy cover out-of-network providers? Yes \_\_\_\_\_ No \_\_\_\_\_

What is my out-of-network deductible? \_\_\_\_\_

What is coverage after I meet my deductible? \_\_\_\_\_  
\_\_\_\_\_

Can I pay my therapist out of pocket and submit my session receipts for reimbursement?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what is the procedure for submitting session receipts?

\_\_\_\_\_  
\_\_\_\_\_

How long before I receive a reimbursement check?

\_\_\_\_\_  
\_\_\_\_\_

*Additional notes:*