

## Sample Insurance Verification Form

### PATIENT INFORMATION

Patient Name \_\_\_\_\_

Patient Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone No \_\_\_\_\_

Work Phone No \_\_\_\_\_

Social Security No \_\_\_\_\_

Date of Birth \_\_\_\_\_

M \_\_\_\_\_ F \_\_\_\_\_

Diagnosis:

Applicable ICD-9-CM Diagnosis code(s) \_\_\_\_\_

Anticipated CPT Code(s) for Procedure(s): \_\_\_\_\_

### PATIENT INSURANCE INFORMATION

Primary Insurance Co \_\_\_\_\_

Policy No \_\_\_\_\_

Group No \_\_\_\_\_

Primary Insurance Phone No \_\_\_\_\_

Subscriber's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Subscriber's Relationship to Patient \_\_\_\_\_

Secondary Insurance Co \_\_\_\_\_

Policy No \_\_\_\_\_

Group No \_\_\_\_\_

Secondary Insurance Phone No \_\_\_\_\_

Subscriber's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Subscriber's Relationship to Patient \_\_\_\_\_

### PATIENT ELIGIBILITY AND BENEFITS INFORMATION

Effective Date of Coverage: \_\_\_\_\_

Coverage Terminated? Yes ☐ No ☐ Date: \_\_\_\_\_

Plan Type: ☐ HMO ☐ PPO ☐ POS Other: \_\_\_\_\_

In-Network Benefits: \$ \_\_\_\_\_  
 Co-Payment

\$ \_\_\_\_\_ Deductible Has Deductible Been Met?  
 Yes ☐ No ☐

\$ \_\_\_\_\_ Co-insurance \$ \_\_\_\_\_  
 Other Out-of-Pocket Expense

Benefits for Treatment? Yes ☐ No ☐

Is a Referral Necessary? Yes ☐ No ☐

Is Prior-Authorization Required? Yes ☐ No ☐

Out-of-Network Benefits? Yes ☐ No ☐

Out-of-Network Financial Responsibilities? Yes ☐ No ☐

### INSURER INFORMATION

Call Date: \_\_\_\_\_ Time of Call: \_\_\_\_\_

Name of Insurance Rep \_\_\_\_\_

Phone No / Ext \_\_\_\_\_

Prior-Authorization Phone No \_\_\_\_\_

Fax No \_\_\_\_\_

Prior-Authorization Contact Name \_\_\_\_\_

Prior-Authorization Approval No \_\_\_\_\_

Referral Phone No \_\_\_\_\_

Fax No \_\_\_\_\_

Referral Contact Name \_\_\_\_\_

Notes: \_\_\_\_\_