

## Insurance verification form

As a new patient at Evergreen Behavioral Health, you are responsible for contacting your health insurance company to confirm the details of your coverage. Being informed allows you to plan your health care accordingly and avoid unexpected bills. Please complete this verification form, and present to the Patient Services Specialist at your first appointment.

Your name \_\_\_\_\_

Member ID # \_\_\_\_\_ Group # \_\_\_\_\_

Name of insurance company \_\_\_\_\_

Insurance customer service phone # \_\_\_\_\_

We've outlined some important steps to insure your inquiry is comprehensive.

1. Call the customer service number\* on the back of your insurance card:

\*Logging in to your insurance company's website to find benefits, especially for a specialist, can be a very frustrating experience. It is best to call and speak with a live representative.

2. Request benefit information for outpatient mental health, in an office setting.  
Ask the customer service rep these questions:

Rep's name \_\_\_\_\_

Deductible amount \_\_\_\_\_

Deductible paid to date \_\_\_\_\_

Co pay (due at time of service) \_\_\_\_\_

OR

Co insurance, % insurance pays \_\_\_\_\_ % patient pays \_\_\_\_\_

Maximum # of visits per year \_\_\_\_\_

Exclusions \_\_\_\_\_

Does plan run on a calendar year? From (date) \_\_\_\_\_ to (date) \_\_\_\_\_

Company name and address for claims \_\_\_\_\_

\_\_\_\_\_