Filling out a 1500 Form (if requested by your insurance provider):

Use the <u>invoice</u> provided by Mountain Brook Wellness to help you gather the information needed. An invoice is sometimes called a "<u>superbill</u>".

To see an example of a filled out 1500 form and the invoice that went with it, return to the Forms and Resources page and go to "Filling out a 1500 Form-Example".

<u>Step 1:</u> Fill out as much of the requested demographic/insurance information as you can, in the top boxes 1-13, of the 1500 form.

<u>Step 2:</u> Fill out the rest of the form using information gathered from your invoice.

Box 21: Fill out the diagnosis code which can be found on your invoice (ex.F43.20)

Box 24:

    a. Be sure and put the correct date of service, enter it in twice, in the "From", "To" spots.
    b. Enter in the number 11 as the place of service (unless concierge)
    c. Skip it
    d. Use your invoice to find your particular CPT code, it's the number listed under the column "Details"
    e. Most patients will only have one diagnosis code, so you just type 1, to show them which code to reference from Box 21. If, however, you have multiple codes, you can list them out like 1,2,3….etc.
    f. Fill out the cost of the appointment (this is the amount you paid)
    g. Put in a number 1
    h. Skip it
    i. Skip it
    j. Type in your providers NPI number, in my example, it's: 1952706095. You can find this on your invoice, or in the "Filing Out-Of-Network: How To" document

Box 25: Enter in my Tax ID number: 492-94-3264

Boxes 28, 29: Enter in the total cost (how much you paid)

Boxes 32 & 33: Enter in the information just as it is on the sample 1500 form

Boxes 32a & 33a: Enter in your providers NPI number (me, same as before)

<u>Step 3:</u> Submit your form, and your invoice, to the address provided to you by your insurance company. *You're all done! If you need my signature on the form, or run into any other issues, do not hesitate to contact me!*