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Working with insurance companies can seem overwhelming and frustrating. The purpose of this script is to guide you in negotiating the insurance process and ensure that our time together is covered by your insurance plan.

***We ask that you complete each step and bring this document with you to your first appointment.***

Primary Insurance & Address			Group #	Policy #
Policy Holder, Name		DOB		Relationship to Client
Policy Holder, Address				Self Spouse Parent Other

**Steps to take PRIOR to your appointment:**

Call the member services number on the back of your card and ask these questions related to your coverage. Inform them you are calling about nutrition counseling and give them the diagnosis (i.e., high cholesterol, eating disorder):

- a. Does my plan cover outpatient nutrition counseling? Yes \_\_\_\_\_ No \_\_\_\_\_
  - If yes, how many sessions are allowed for *preventive counseling*? \_\_\_\_\_
  - If yes, how many sessions are allowed for *medically necessary*? \_\_\_\_\_
- b. Do I have a deductible to meet first? Yes \_\_\_ No \_\_\_ If yes, how much? \_\_\_\_\_
- c. Do I need a physician referral? Yes \_\_\_ No \_\_\_ Please obtain your PCP referral at least one week prior to session. *The NPI number needed is at the bottom of this form.*
- d. What is my co-pay for outpatient nutrition counseling? \$ \_\_\_\_\_ (Dietitians are sometimes seen as a “specialist.” Your co-pay may be different than what is listed on your card.)

Bring your insurance card as well as this sheet to our session. Do not hesitate to contact us if you have any questions or concerns about working with your insurance.

***My signature certifies that I have read and completed this form to the best of my ability. I understand that if insurance denies coverage for a nutrition counseling session performed by Diana Dugan Richards, I am responsible for 100% of the payment.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Diana Dugan Richards accepts BCBS of MA, Harvard Pilgrim, Tufts, Cigna, United Healthcare and Aetna health plans as payment options. If you are contracted with another insurance company, we will provide you with a super bill (invoice) to submit to your insurance company for potential reimbursement for our sessions. **The invoice does not guarantee reimbursement.**

National Provider Number (NPI): 1629177266

Massachusetts License #1630  
 Georgia License #LD005083