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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 return this document to us prior 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 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.*

If you subscribe to **Harvard Pilgrim**, please obtain an **order** (different from a referral) for nutrition counseling from your Primary Care Physician and fax it to 603-421-9532 or 888-286-2455.)

- 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.)

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, and Always health plans as payment options. If you are contracted with another insurance company, we will provide you with an invoice to submit to your insurance company for potential reimbursement for our sessions. **The invoice does not guarantee reimbursement.**