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PLEASE CALL YOUR INSURANCE COMPANY TO COMPLETE THIS FORM

If you would like us to file insurance for you we must know your coverage. It is your responsibility to provide us with your insurance benefits before your appointment. Our office staff will be happy to answer your questions and help you gather the insurance information necessary to determine your coverage.

Whether you have a new insurance company or you have had the same plan for years, these questions should be asked to determine any changes in the coverage.

1. What is my effective date? _____
2. Does my plan run on a Calendar year basis or a Benefit year basis? _____
What does this mean? _____
3. Do I have out of network benefits for mental health? (Y/N) _____
If Yes, what is the amount per year or per session? _____
4. Date my deductible begins? _____
5. What is my out of network deductible for an individual? _____ Family? _____
6. How much has been met? _____
7. What percentage will I pay after my deductible has been met? _____ % or _____ %
of Usual and Customary Rate
8. What does Usual and Customary Rate (UCR) mean? (Please ask your insurance provider.)

9. Amount of my UCR or Allowed Amount? _____
10. Is pre-authorization required? _____ Can I go ahead and get authorization? _____
Authorization # _____ No. of Visits? _____ Valid from _____ to _____
11. Is psychological testing covered (if applicable)? (Y/N) _____
12. If yes, what is the rate at which these tests are covered? _____
13. Name and phone of Insurance Company? _____
14. Name of person to whom you spoke? _____

Knowing your benefit coverage is your responsibility and will help you to understand out of pocket costs for which you may be responsible. You are responsible for any fee not paid by your insurance.