



Working together to inspire change and promote growth

### **Insurance Process for Client/Family Submission**

If you plan to submit receipt and health insurance claim forms on your own behalf, please complete this form AND please provide a copy of the front and back of your Insurance Card with this form. Return it to CCC staff with your New Intake Paperwork.

Insurance Carrier \_\_\_\_\_

Policy Number \_\_\_\_\_

Group Number \_\_\_\_\_

Policy Holder Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Relationship to Client \_\_\_\_\_

Collaborative Counseling Center (CCC) uses a fee-for-service model and asks that you provide payment in full at the time of service. We do not process insurance claims; however, we are happy to provide all necessary documentation to clients/parents/guardians to submit claims on their own behalf. An itemized billing statement (aka Superbill) with all required diagnostic and procedural codes, as well as service provider information, is issued to the parent/guardian at the time of service. If planning to use insurance benefits, parents/guardians are urged to contact their insurance carrier in advance of services to determine if benefits are provided for private (i.e., out of network or non-participating) mental health service. CCC does not do benefits investigations or single case agreements.