

Insurance Verification Form

- Client Full Name: _____
 - Date of Birth: ____ / ____ / ____
 - Phone Number: _____
 - Email Address: _____
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Insurance Information

- Primary Insurance Company: _____
 - Insurance Phone Number (on back of card): _____
 - Policy/ID Number: _____
 - Group Number: _____
 - Policy Holder's Full Name: _____
 - Policy Holder's Date of Birth: ____ / ____ / ____
 - Policy Holder's Address (if different): _____
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Secondary Insurance (if applicable)

- Secondary Insurance Company: _____
 - Policy/ID Number: _____
 - Group Number: _____
 - Policy Holder's Full Name: _____
 - Policy Holder's Date of Birth: ____ / ____ / ____
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Coverage Information (completed by client or office)

- Type of Plan: ☐ HMO ☐ PPO ☐ POS ☐ Other: _____
- Does plan require authorization/referral? ☐ Yes ☐ No
- Mental Health Benefits Phone # (from card): _____
- Deductible (amount and status): _____
- Co-Pay per Session: _____
- Co-Insurance %: _____
- Number of Sessions Allowed per Year: _____
- Effective Date of Policy: ____ / ____ / ____
- Out-of-Network Coverage? ☐ Yes ☐ No

Client Responsibilities

- I understand that I must provide a valid insurance card and photo ID prior to services.
- I understand that I am responsible for any fees not covered by my insurance, including co-pays, deductibles, co-insurance, late cancellations, or no-show fees.
- If I fail to disclose secondary insurance, I am responsible for denied claims and balances owed.

Client/Guardian Signature: _____ **Date:** ____ / ____ / ____

Witness/Staff Signature: _____ **Date:** ____ / ____ / ____