



Super Bill Form Description

Attached you will find a blank example of our “Superbill” therapy documentation form which includes therapy codes and session notes that can be submitted to your insurance company for reimbursement. If you are planning to file for re-imbursement from your insurance company for your child’s therapy fees; this is the form that your insurance company will require you to submit to them.

The Superbill provides your insurance company with specific “therapy codes” and “therapy notes” that illustrate the specific services which were provided to your child during each session or evaluation. These codes and notes may vary from time to time as therapy techniques are tailored to your child’s needs.

Insurance Reimbursement Process

1. Each time your child is seen for a session or evaluation, his/her therapist produces a “Superbill” form in order to document that day’s therapy services provided. Please see the following attached page for an example.
2. Payment is due at time of session by cash or check.
3. Following each month, packages are mailed to you. Each package contains all Superbills for therapy which was performed during the previous month. Note that packages are mailed to the address for which you provide.
4. Once you receive the package you may apply for reimbursement from your insurance company. If you choose to do so, we advise the following:
 - a. Make a copy of the monthly package and any other information you send to the insurance company with your submission.
 - b. Affix a brief note/cover letter to the attention of your insurance contact.
 - c. Attach your child’s evaluation with your initial submission.
 - d. Mail your submission to the address which the insurance contact has advised and address to their attention.

Note: We further advise to stay as current as possible with your submissions to your insurance company and mail them on a monthly basis so as to prevent back-up related delays from your insurance company.