

Appleton Psychiatric & Counseling Center

477 S Nicolet Rd
Appleton, WI 54914

Office (920) 882-6610

Billing (920) 882-6612

Fax (920) 882-6611

Client Name: _____ DOB: _____

Insurance ID# _____ Group# _____

For accurate information call the member services toll free number on your card. Make sure to ask about your **outpatient mental health benefits** and who is the **mental health carrier**. If possible try to talk to a human being, do not use the automated system. Please call us at 920-882-6610 after you obtain your benefits information and bring this form with you to your first appointment.

Name of person you are speaking with _____ Date & Time: _____

Tracking ID for the call or representative ID _____

1. Who is the mental health carrier? _____

2. How much is my deductible for mental health care? _____

3. How much of my deductible has been met? _____

4. Do I have a co-payment or is there a percentage of the bill I will be responsible for? _____

5. Does my policy require pre-authorization for mental health services? Yes/No
Write authorization number here _____

6. How many mental health visits do I have # _____ Or up to \$ _____

7. What is the billing address for your insurance for mental health?

I understand that I am responsible for obtaining accurate information about my insurance benefits so that Appleton Psychiatric & Counseling Center can bill them correctly on my behalf. If the above information is inaccurate, I will be responsible for paying the balance for my visits to Appleton Psychiatric & Counseling Center.

If you need help or have any questions, please don't hesitate to call us at (920) 882-6612.