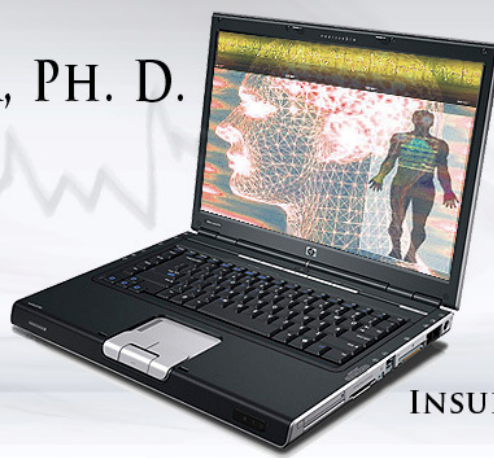


DONNA ST. HILLIER, PH. D.

**FLORIDA LICENSED
MENTAL HEALTH
COUNSELOR
FLMHC#0495**

219 E. 5TH AVE.
TALLAHASSEE, FL 32303
(850) 847-1107



**INSURANCE
FORM**

This is your insurance form. Please print, fill out form, and bring to your first session.

Your Name _____ Your DOB _____

Your Insurance Co. name _____

Your Subscriber ID number _____

If this subscriber number is in some name other than yours,
please write that person's name here _____

That person's address _____

That person's contact telephone # _____

How is this person related to you? _____

Do they know you are planning to come to therapy? _____

Now it's time to contact your insurance company. Good luck and have patience!

Please follow the instructions outlined for you on the next page.

Here are the steps you must follow to get clarification from your insurance company for out-patient mental health services:

1. Call the number on the back of your card and ask if your therapist needs an authorization or certification number in order to see you.

If yes, write that number here _____

Ask if this authorization number is for EAP (Employee Assistance Program) _____ or routine mental health _____

Also, ask the number of outpatient mental health sessions allowed for this authorization number. Write that number here _____

Write the beginning and ending dates of the authorization here _____

2. Then ask if the billing address on the back of your card is correct for your therapist to send billing to. If not, ask them to give you the correct mental health billing address and write it here:

3. Then ask if you have met your deductible. If not, please write the amount of your still unmet deductible here _____

4. Then ask what is your per session co-pay. Write it here _____
(You must be prepared to make your co-pay by check or cash only, each time you have an appointment)

Congratulations! You have completed the information needed for you to be seen by me in out-patient mental health.

Please bring this completed form with you to our first session. If you have not met your insurance deductible, you will need to pay out of pocket for your first session, my fee is \$150.00. Payment should be cash, check or a credit card. If you have met your deductible, then please bring your co-payment in cash or a personal check.