

Self-Verification Checklist

Figuring out insurance coverage should not get in the way of your health, well-being & self-care.

To create ease in this process we created a checklist for when you call your insurance company to know what information to ask for when self-verifying.

When contacting your insurance provider be sure to gather the following information:

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[print this checklist \(pdf\)](#)

1- Patient Information:

- Name
- DOB
- Address
- Phone
- Email

2- Insurance Information:

- Insurance Company Name
- Member ID Number
- Group Number
- Insurance Address
- Plan Year
Calendar or Non-Calendar (list dates)

3- Plan Details:

- Deductible Amount
(and how much has been applied to date)
- Out of Pocket Maximum Amount
(and how much has been applied to date)
- Designate if the following providers are in or out of network
(if you plan on seeing them):

Katherine Walker, ND

Scott Baker, LAc

Jonathon Conant, LAc

Gina Snowden, LAc

Alma Hadzidedic, LCSW

(out-of-network, request superbill)

4- More Plan Details :

- Learn details of coverage for the following modalities within your plan
(if you plan on receiving them):

Naturopathic Medicine

(also referred to as alternative medicine, speciality medicine, etc)

- Copay Amount
OR
- Coinsurance %
- Visit Limits (if any)
- How many visits have been used to date
- Telemedicine Benefits

Acupuncture

- Copay Amount
OR
- Coinsurance %
- Visit Limits (if any)
- How many visits have been used to date
- Prior-authorizations required?

Counseling

- Request superbill for reimbursement after visit

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