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NY Tax ID#: 421685996 NJ Tax Id #:27-2952320

Remember to check the **Payer Remittance List** to see if the plan you are billing to is contracted for DME, O&P only, or for both. Authorization is not a guarantee of payment, and non-contracted items will not be paid. The Payer Remittance List and other forms can be found at [www.accessintegra.com](http://www.accessintegra.com).

*For accurate claim submissions, insurance policies should be re-verified every time a patient is serviced.*

### INSURANCE VERIFICATION FORM

Patient:

DOB:

Policy Holder:

DOB:

Insurance Plan:

ID#:

Managing Entity (HIP, GHI, and Aetna Only):

Rep Name (1<sup>st</sup> name and last initial):

Date & Time of Call\*:

Effective Date:

Termination Date:

Coordination of Benefits (COB) - Circle One:

PRIMARY

SECONDARY

Name of primary insurance (if applicable): \_\_\_\_\_

Does the patient have DME/O&P benefits? **DME:** YES NO **O&P:** YES NO

Is/Are the service(s) you are providing covered? YES NO

Copay for DME/O&P? YES NO Amount: \$

Co-insurance for DME/O&P? YES NO Percentage%:

Deductible for DME/O&P? YES NO

Amount per Calendar Year: \$ Met YTD: \$

Prior Auth required for DME/O&P YES NO

If auth depends on code, what codes require auth? List:

\_\_\_\_\_  
\_\_\_\_\_

Special directions for submitting auth requests\*\*:

\_\_\_\_\_  
\_\_\_\_\_

Claims Address: \_\_\_\_\_

*\*Please obtain a call reference number if available. \*\*Please remember to submit claims exactly as authorized.*

Verified By: \_\_\_\_\_ Date: \_\_\_\_\_ Call Reference#: \_\_\_\_\_