Windmill Family Wellness Center
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Insurance Verification Form

We are offering this questionnaire to our practice members because we believe it is imperative that every member understand their own insurance coverage and benefits when considering our office for their health and wellness care. The following are some tips and questions for you to ask when calling as the "insured member" to your insurance company.

- Beginning in January of 2008, Windmill will bill electronically to insurance companies. We do this as a courtesy to our practice members and will remain an out-of-network provider with carriers, therefore we "do not accept assignment". What this means is that for your care in our office, reimbursement from your insurance company should come directly to you. Should you require an additional paper copy of your insurance claim(s), please notify the front desk.

- When calling your insurance company be sure to have ready your member identification number. If you are not the policy holder, also have the insured's name, date of birth, and possibly their identification number or SSN.

- Automated systems are great, but often times when calling on specific coverage/care benefits these systems do not offer the information that is necessary for you to understand what exactly your coverage is and if prior-authorization is a requirement.
Make sure when verifying your benefits you get the person's name you are speaking with.

- Once you have verified your coverage, please inform the office of this information so we can include this in your account for our purposes or should there be questions regarding reimbursement in the future.

Fill out the while verifying insurance: Date of the call _____
Spoke to _____

Questions:

1. I am calling to check on my **out-of-network** chiropractic benefits.

   Effective Date: _____

2. What is my deductible? $ _____ individual $ _____ family
   Has my deductible been met for this year?
   Has my family's deductible been met for this year?

3. Is my deductible due in January of each year?
   What if I didn't meet my deductible last year until November does it roll over to the following year?

4. What percentage does my insurance pay on chiropractic?

5. Is there a maximum number of visits I can have per year? _____
   Is there a maximum dollar amount you will pay per year? _____

6. Do you pay for x-rays taken by a chiropractor?