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### **Steps for Insurance Pre-Certification**

#### Getting Started: Do I have coverage for this service?

Families have two options in exploring their insurance coverage for our services:

Option 1: Independent research.

We have prepared two documents to assist you in this endeavor: "General Insurance Information" and "Guidelines for Determining Your Insurance Benefits." If you find that you have coverage and require pre-certification, please read below under "yes, pre certification is required".

Option 2: A member of our team will assist you in researching your insurance benefits for our evaluation process.

If you elect to have us help you with pre-authorization, the following steps are required to initiate this service/initial telephone call:

1. A copy of the insurance card (front & back).
2. There is a \$45.00 fee for this telephone call. Reimbursement can be made via personal check or permission to use your credit card. For the credit card, we would need the following:
  - name on the credit card
  - expiration date
  - zip code of the billing address
  - security code
3. Once steps 1 and 2 are completed, we will contact the insurance company to determine if pre-certification / pre-authorization is required and then report back to you. If the answer is yes, please continue reading for the next steps.

#### Yes, I may have coverage; however, pre certification is required.

If your policy requires pre-certification, the clinical information outlined below is needed prior to your first appointment. The requisite form was mailed or sent to you as an electronic document when you first scheduled with this office; we cannot complete the pre-certification request without this material. It is highly advisable to allow a minimum of ten business days for us to complete the paperwork, forward it on to the insurance carrier, and allow the insurance carrier to process this request all prior to your first day in the office.

Required clinical information for insurance pre-certification:

1. Completed Pediatric (or Adult) Neuropsychology Questionnaire
2. Completed Parent Rating Scales: Child Behavior Checklist, BRIEF

3. Helpful, although not mandatory, are the teacher forms and any previous testing reports.
4. There is a \$75.00 fee to complete the requests for pre-certification, pre-authorization, or letters of medical necessity. Payment arrangements can be found under option 2, above. If we have made the initial telephone call + pre-certification, then the total fee is \$ 90.00.

All materials can be sent as a PDF to [insurance@stixrud.com](mailto:insurance@stixrud.com) or mailed to:

The Stixrud Group, LLC  
Attn: Insurance Pre-certification  
8720 Georgia Avenue, Suite 300  
Silver Spring, MD 20910

We cannot accept documents via fax transmission because of legibility issues.