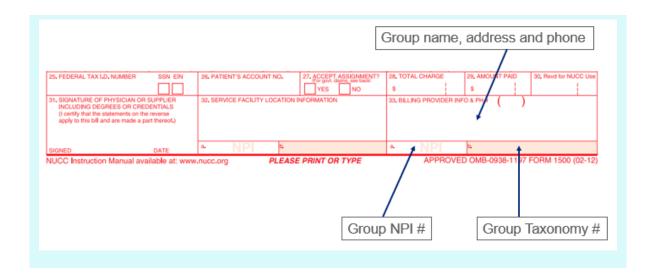


Important Information Related to Claims Payment

Billing as described below will lead to a more effective claims submission process

Your Form 1500 claim should include the following information:

- 1) The group/agency name, address, and phone number (Box 33)
- 2) The group/agency NPI number (Box 33a)
- 3) The group/agency taxonomy (Box 33b)



- Do not put the name of the Rendering Clinician on the claim form.
- It is important to bill with the *CPT codes* shown on the group/agency fee schedule in order for claims to be processed and paid correctly.
- For Community Mental Health Centers/Licensed Outpatient Agencies (CMHCs) contracted and credentialed at the group/agency level for outpatient services, authorizations for services will be issued at the group/agency level, not under the specific treating clinician's name. The authorization will cover services rendered by any of the clinicians of the group.

If your claims are not submitted following the guidelines above or if information is incomplete, you run the risk of receiving claims denials.