## Early Intervention Insurance Billing Process

Grey boxes = mandatory steps regardless of whether you use direct billing or CBO billing

& ♥ Verify Insurance benefits Call for Benefit Register with Insurance Wait for approval letter Verification with company, if required  $\mathbf{\nabla}$ & coverage with family before providing services insurance company (pre-certification) Update insurance info 💿 with CFC, if necessary **Direct Insurance Billing CBO** Insurance Billing Unit Pick Direct Billing or **Register Participant and** Complete Claim using Paper form Provider with CBO **CMS 1500** (purchased) https://eicbo.info/providers OR Fax typed Encounter Submit CMS 1500 to Online Form to CBO within 90 insurance company. days of service via purchased software or Clearinghouse like Availity Obtain Explaination of Benefits (EOB) from insurance Don't need QClaims or EOB -CBO unit will take care of this for you! Submit EOB and Claim to CBO for processing within 90 days Bill to CBO to **4**..... process the claim

## Things to Remember

- Must bill CBO within 90 days of date of service or most recent communication with the insurance company for claim to be timely
- Must accept insurance and/or CBO payment as payment in full for services rendered and agree not to bill the family
- Verify and double check the status of insurance with the family. Doing this monthly is a good idea!
- CBO is responsible for paying claims that are applied to family deductibles and co-pays
- You MUST BILL EI for ALL services, even if you are paid by the insurance company. This is a requirement of your Early Intervention Provider Contract