



National Eating Disorders Association

Sample Letter #1

Request that copayment for psychiatrist's services be adjusted to reflect the medical copay rate, as the treatment involved medication management rather than psychotherapy. This may lead to a reduced copayment amount.

Outcome: Adjustments can be made so that the family is billed for the medical copay. Remember, the psychiatrist must use the proper billing code.

Date:

To: NAME OF CONTACT PERSON

INS. CO. NAME & ADDRESS

From: YOUR NAME & ADDRESS

Re: PATIENT'S NAME

DOB (Date of Birth)

Insurance ID#

Dear [NAME],

Thank you for assisting me with my [child/loved one's] medical care. As you can imagine, this process is emotionally draining on the entire family. However, the cooperation of the staff at [INSURANCE COMPANY NAME] makes it a little easier.

At this time, I would like to request that [INS. CO.] review the category that [Dr. NAME's] services have been placed into. It appears that I am being charged a copay for [Dr. NAME's] treatment as a mental health service when in reality [he/she/they] provide [PATIENT NAME] with pharmacologic management for their neuro-bio-chemical disorder. This consultation is for medical purposes. Please review this issue and kindly adjust past and future consultations.

Thank you in advance for your cooperation and assistance.

Sincerely,

[YOUR NAME]

Cc: [list the people in the company you are sending copies to]