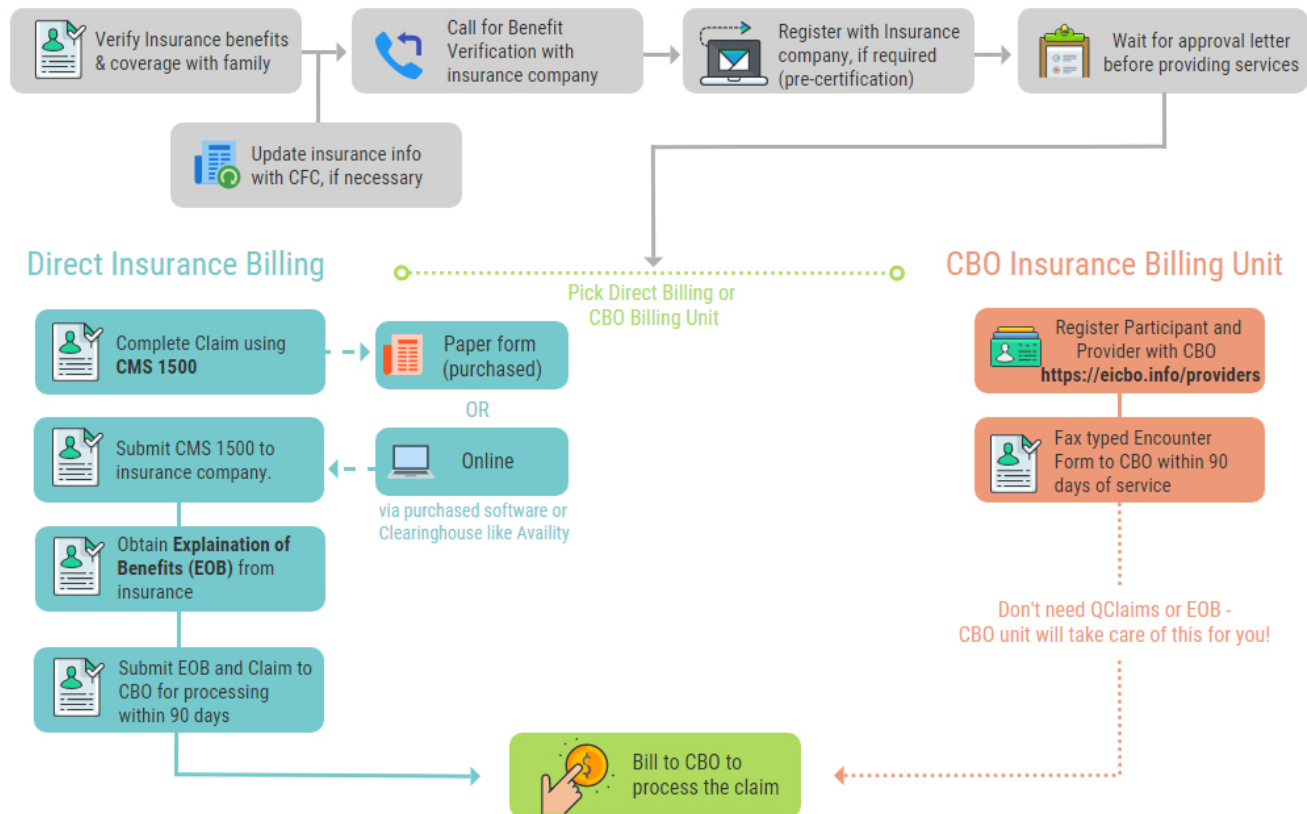


Early Intervention Insurance Billing Process

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



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