MONTGOMERY COUNTY
COUNSELING CENTER

Understanding Your Superbill

This guide is designed to be used alongside the sample superbill we created. The numbered boxes on the sample superbill highlight the information commonly needed when submitting out-of-network insurance claims. The legend below explains what each numbered section includes and how it is typically used.

1 **"Statement for Insurance Reimbursement"**

Confirms this is the superbill, the document needed to submit for reimbursement. If the document does not list this title, it is not your superbill.

2 **Provider and Practice Information**

Shows who provided the service and, if applicable, the supervising provider. **Important:** If a supervising provider is listed, use their information when submitting your claim. Also includes the practice's NPI and Tax ID/EIN, which is required to process your claim.

3 **Client and Policyholder Information**

Confirms who received services. If the policyholder is different from the client (for example, a spouse or parent), be sure to enter the policyholder's information separately when submitting your claim.

4 **Date(s) of Service**

Shows when each session or service occurred.

5 **Procedure Codes (CPT Codes)**

Shows the type of service provided (e.g., individual therapy, group therapy, consultation). Include the full CPT code and any modifier listed (the number after a dash, e.g., *90834-85*), which insurance needs to process the claim.

6 **Diagnosis Codes (ICD-10 Codes)**

Lists the diagnosis codes used for insurance billing only, *not* to guide treatment. If a code is missing, please let your therapist know so we can fix it, as insurance requires these codes to process your claim.

7 **Place of Service Code**

Indicates where the service occurred, such as in-office or via telehealth.

8 **Charges and Payment Information**

Shows the cost of services and confirms payment for reimbursement requests.

Important Note: Submitting a superbill does not guarantee reimbursement. Coverage and reimbursement amounts vary by insurance plan. If your insurance company has questions, they may contact you directly or request additional documentation.