

# STEPS FOR FILING REIMBURSEMENT

How to file a reimbursement claim with your insurance carrier for out-of-network benefits



## Paperwork to gather

- Contact your medical insurance carrier to obtain a reimbursement claim form. They will provide this to you by email or it will be available on your carrier's website.
- **Statement of Anesthesia Services and Charges**  
This was provided by our staff on the day of the child's procedure.



## Steps to complete reimbursement claim

1. Make a copy of the Statement of Anesthesia Services and Charges to keep as your receipt.
2. Fill out the top half of your insurance company's claim form. This includes your child's name, ID number, address, etc.
3. Write in "see attached" in the anesthesia information section of the forms. Attach our PDAA Statement of Services and Charges form as reference. This includes all information that the insurance company requires.
4. Mail both the claim form and the statement of services and charges to your insurance carrier's address.

If your insurance requires any additional information, they will contact you by mail.

**Questions?**  
We're here to help

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