



Authorization for Health Insurance Claims

Encompass Mental Health utilizes a documentation software that allows for all documentation and billing to take place electronically. Information is stored in the documentation software and then shared electronically with a clearinghouse that forwards the claims on to health insurance companies for payment. Once the health insurance company has released the funds, the clearinghouse sends them back to Encompass Mental Health as payment. During this process, identifying information of the client such as name, date of birth, diagnosis and type of session is visible to employees at the clearinghouse and health insurance companies. These companies are required by law to view only the extent necessary to complete their job function, and must maintain confidentiality.

Encompass Mental Health uses the following services:

Documentation Software

Valent Medical Solutions
2033 6th Avenue, Suite 500
Seattle, WA 98121
1-888-774-0532

*For questions about the security of client information, call or visit www.valant.com/hipaa-security/

Clearinghouse

Office Ally
PO Box 872020
Vancouver, WA 98687
1-360-975-7000

*For questions about the security of client information, call or visit www.officeally.com. Click on the Resources tab and select HIPAA Privacy & Security.

Health Insurance

Client identifying information will only be shared with the health insurance company that is covering the cost of the service. This is determined by the client's health insurance coverage as identified at the beginning of services, or as changes occur. Contact your health insurance company with questions about privacy of information.

PATIENT'S or AUTHORIZED PERSON'S SIGNATURE: I/We authorize the release of any medical or other information necessary to process claims. I also request payment of government benefits either to myself or the party who accepts assignment.

Client/Legal Guardian Signature

Date

Client/Legal Guardian Signature

Date