



CLAIM FORMS & LETTERS GUIDELINES

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The Purpose of This Document

This document provides guidelines for our clients to complete their Insurance and/or Medicare Claim Forms, as well as letters to their Insurance Company or Medicare, when it is requested by them.

Documents To Assist In Completing Claim Forms & Letters

1. Clients complete and file their own Insurance and/or Medicare Claim Forms (and letters) for reimbursement for payment for our services, when covered by their insurance policies and/or terms for Medicare coverage.
2. Dr. Smith does not provide the service of completing claim forms or drafting letters to the insurance company or Medicare for our clients.
3. However, she has provided three documents to assist our clients in completing insurance forms and drafting insurance letters to make this task as easy as possible and so they are completed within the scope of a clinical nutrition practice: These three documents are:
 - a. Claim Forms & Letters Guidelines (this document).
 - b. ICD-10 and CPT Codes Defined
 - c. CPT Codes (List of all CPT Codes for our services)



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General Guidelines To Complete Claim Forms

1. CPT CODES PDF DOCUMENT

- a. On this webpage, you will find a document which provides the CPT Codes for all of our services, education, consultations, testing, supplement and dietary programs.

2. MEDICAL DIAGNOSIS AND ICD-10 CODE

- a. Client obtains these from their physician. Though providing a Medical Diagnosis is not within the scope of a clinical nutrition practice, it is within the scope of a clinical nutrition practice to provide a therapeutic supplement and dietary "support" program for a client's medical diagnosis received through their physician. **Therefore, when completing insurance claim forms or drafting a letter to the insurance, the client must use the phrase "nutritional support for medical diagnosis of _____."**

3. LABORATORY REPORTS

- a. Clients receive copies of all their Lab Reports so they may submit them to insurance companies and physicians when needed. Therefore, clients must keep all their Laboratory Reports as Dr. Smith does not have the time or manpower to provide these again for clients.

4. PHYSICIAN'S NAME ON LABORATORY REPORTS

- a. To further assist our clients, the Laboratory Reports for blood, saliva, urine and stool, also, includes the name of a physician, which makes it easier for clients to be reimbursed for costs of these tests. Only hair tests do not have a physician's name on its Lab Report because these are not generally tested by physicians. Additionally, because some insurance companies are reimbursing for Mineral Deficiency Testing and/or Heavy Metal Toxicity, the **ICD-10 Code for hair testing is 2.01.43**

5. GENERAL GUIDELINES FOR COMPLETING CLAIM FORM OR LETTER:

- a. For references to our services, please use the following guidelines so you may stay within the "legal" scope of a clinical nutrition practice.



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- b. A **Clinical Nutrition Analysis** identifies abnormal nutritional values on Laboratory Tests (blood, urine, hair, saliva, stool, whichever applies to the client. The CPT Code PDF Document below will provide the CPT code for each test that has been ordered. **Clients have copies of all Laboratory Reports and each A.C.N. Invoice lists each Lab test ordered.**
- c. The Therapeutic Supplement and Dietary Programs are designed to correct nutrient deficiencies, improve biochemical imbalances and restore the healthy function of organs/glands indicated in the analysis/test findings. **The specific deficiencies, imbalances and organs/glands that each therapeutic supplement is supporting are listed in the "Purpose" (right) column on each Program of Care and these would be considered the Clinical Nutrition Diagnosis.**

Guidelines To Complete Letter for Insurance Company (or Medicare)

Occasionally, an insurance company wants a **letter** from the client or Dr. Smith, not just completing their **Insurance Claim Form** and returning it to them.

1. Using the **General Guidelines** in this document and the two supportive documents on the ICD-10 and CPT Codes, you should have everything you need to complete any letter required of your Insurance Company.
2. If the letter requires Dr. Smith's signature **and/or** printing on our Letterhead, please allow at least two weeks for Dr. Smith to read, sign and return to you.
3. If only signature is required for verification of information you have provided, you may fax, U.S. mail or email a copy of the completed letter and Dr. Smith will read, sign and return it to you.
4. If our Letterhead is required, please compose a draft of the letter and send it by email to Dr. Smith.
5. Letters generally require medical diagnosis and ICD-10 codes from physician, typing in CPT Codes from our CPT Codes PDF document and indicating its clinical nutrition service, though other information may also be requested by the insurance company.



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6. If the contents of the drafted letter has been completed within the scope of a clinical nutrition practice, as defined in this document, Dr. Smith will be copy/paste it into an A.C.N. letterhead format document, sign and email final letter back to you.
7. If the contents is not within the scope of a clinical nutrition practice, Dr. Smith will:
 - a. Make the adjustments, accordingly, to finalize the contents, then copy/paste it into an A.C.N. letterhead format document and email final letter back to you.
 - b. Send the draft back to the client to make these adjustments if doing so would be a time-consuming task for Dr. Smith or
 - c. It is apparent information in these three documents provided by Dr. Smith to assist you in completing the letter has not been utilized before submitting it to Dr. Smith.
8. Again, please allow at least two weeks for the above process to be completed.

Questions?

If you have any questions regarding these guidelines for completing Insurance and Medicare Claim forms or letters, please contact our office by phone or email.