



ABA Therapy: Intake Insurance Process

05/10/17

Step 1: Request for ABA Services

- Complete and submit "Request for Services" form at www.judevine.org > "Contact Us".
- If you reside in Northeast Missouri, your "Request for Services" will be forwarded to our Kirksville or Hannibal Hubs and we will notify you of that.

Step 2: Verification of Insurance Benefits. Please submit:

- A copy of both sides of your insurance card, your child's name, address, and date of child's birth to be faxed to 314-637-4033 or emailed to rburnett@judevine.org. We will let you know if your insurance covers ABA Behavior Therapy. *This process may take 3-5 days. At this time we will advise you of any anticipated Waiting List.* If your insurance covers ABA Behavior Therapy, you can proceed to **Step 3**.

Step 3: Authorization of Insurance Benefits.

- **Please email to rburnett@judevine.org or fax to 314-637-4033:**
- Proof of autism diagnosis with current medical code for autism (F84.0) along with a written diagnosis of autism. You may have to request this from your primary care physician or specialist.
- Diagnostic reports that support the autism diagnosis including assessments and observations. You may have to request this from your primary care physician or specialist.
- Prescription/doctor's order for "ABA Therapy" written and signed by your physician, pediatrician, or licensed clinical psychologist. You may have to request this from your physician/psychologist.

Once the above are received, Judevine will advise you as to any Waiting List for starting your ABA services. When Judevine can begin your services, Judevine will submit an authorization request to your insurance company. The insurance company will give us permission to begin an assessment with your child. Judevine cannot start services until Judevine has an authorization.

Step 4: The Assessment.

Once Judevine has received an authorization from your insurance company, Judevine will contact you to schedule an initial meeting for the assessment. This initial meeting will include a review of scheduling, any necessary paperwork, and the actual beginning of the assessment. This assessment may take up to 25 hours depending on the needs of your child and the requirements of the insurance company. Sessions are usually scheduled in two-hour to four-hour blocks of time. Your child will work 1:1 with a Board Certified Behavior Analyst (BCBA) or a professional who is supervised by a BCBA until the assessment is completed.

Step 5. Authorization for On-Going Therapy

When the assessment is completed, a BCBA will schedule a time to meet with you to review your child's assessment and discuss your child's treatment plan. The supervising BCBA will recommend the number of hours which is determined will benefit your child. Judevine will submit the assessment to your insurance company and the request for on-going services. Once Judevine has received authorization, Judevine will begin therapy.