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## **Helpful Tips for Insurance Reimbursement**

1. Claims are often denied due to insufficient information. All necessary information can be found on the itemized receipt provided by our office. This includes the tax ID number, medical license number, national provider Number (NPI), and our office address.
2. If a claim is denied due to missing information, resubmit the claim with the requested information. Write follow-up letters as needed.
3. Do not send multiple claims together as this may increase your chances of being denied. Send one invoice per envelope.
4. Medical codes are used for diagnosis, not mental health codes. Our services are those of a medical doctor not a mental health professional. Services therefore should not be denied on the basis of “uncovered mental health benefits”.
5. If you have not met your deductible, have an HMO plan, or have zero out-of-network coverage, your insurance policy will most likely not reimburse your visits. If your plan is a PPO, POS, or provides out-of-network coverage you are more likely to receive a portion of reimbursement. Please note: each insurance company reimburses differently and a refund is never guaranteed.