



**Early Intervention Central Billing Office
Insurance Billing Unit
Conditions of Registration**

This document is intended to define the Conditions of Registration into the EI-CBO Insurance Billing Unit billing program. By reading and signing this document and by completing and submitting a Provider Registration form, you agree to the terms and conditions of this document.

- The provider must read and agree to the conditions of registration.
- The provider must complete a registration packet prior to identifying clients for billing.
- The provider must submit a participant identification form along with any pre-certifications or PCP referrals received from the insurance company.
- The provider must comply with all insurance carrier restrictions.
- The provider must perform an insurance benefit verification check to ensure service coverage and obtain any provider restrictions on the participant's policy.
- The provider must submit a Participant Encounter form to the EI-CBO Insurance Billing Unit for use in insurance billing.
- The provider must respond to all EI-CBO Insurance Billing Unit information requests within seven (7) business days.
- The provider must understand that participation in the CBO insurance billing program is voluntary and that they may opt out of the program, in writing, with thirty (30) days notice for any child the EI-CBO Insurance Billing Unit is currently submitting claims for.
- The provider will only bill the EI-CBO Insurance Billing Unit for new referrals received after completion of the registration packet and notification from the EI-CBO Insurance Billing Unit that the participant's registration has been accepted.
- The provider must realize this is a voluntary program and that they may be terminated from the insurance billing program for repeated violations of policy, procedures and generally accepted billing practices.

PROVIDER SIGNATURE

DATE