

Counseling Services of Beaufort, LLC

Client Information – fill out and email to blutz@islc.net

The Current Procedures are for Tele-conferencing or Phone Sessions during the Virus

1. You call 843-986-0569 to make an appointment giving me your email address
2. I call back and we set up an appointment
3. This Short-Intake Form is emailed to you and must be filled out and emailed or mailed to me, before the first session, preferably by email
4. I will send your insurance claims to your insurance company at the end of each month. If the insurance column says “pending,” it means insurance has not responded. If that column says “denied,” it means that they have denied the claim. If that column has a number in it, that’s the amount the insurance company paid.
5. Around the middle of each month, you will receive your statement by email which will indicate the above.
6. You are to mail the balance minus the pending amount each month.

Client(s) Name: _____ Date _____ Client(s) Birthdate _____

Client(s) email address _____

Insurance Company _____ and address _____

Insurance ID # _____

Policy holder’s birthdate and name

Policy holder’s Address _____ City: _____ State: _____ Zip _____

Policy holder’s Phone _____

Do I have your permission to call this number and identify myself and profession? Yes No

Physician: _____

I will file the claim for you and you are expected to mail your co-pay after each visit

Without the above information I will not be able to submit claims for you and you will be responsible for the total fee.

Please email to blutz@islc.net