



Superbill How-To Guide

What is a Superbill?

A superbill is a detailed receipt for your visit that you can submit to your insurance company to request possible reimbursement. Reimbursement is not guaranteed, but many patients choose to try.

How to use a Superbill?

Step 1: Request your superbill

Email or message the office and ask for a superbill. We will prepare it for you.

Step 2: Submit it to your insurance company

Most insurance companies allow submission through their online portal, mobile app, or by email or mail. Instructions are typically available on your insurance card or insurance website.

Step 3: Wait for a response

Your insurance company will review the claim and notify you if reimbursement is approved. Processing times vary by plan.

Helpful Tips

- Reimbursement depends on your insurance plan, including out-of-network benefits
- You may call the number on the back of your insurance card and ask: *"How do I submit an out-of-network claim using a superbill?"*
- If reimbursement is approved, insurance typically pays you directly

There's no obligation to submit a superbill – it's simply an option if you'd like to explore reimbursement.

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