



DIRECT BILLING TO INSURANCE

This form **MUST** be filled out when claims are submitted electronically to insurance on patient's behalf.

Insurance companies we direct bill: Blue Cross, Sun Life, Manulife, Great-West Life, Green Shield, SSQ, Standard Life, Industrial Alliance, DeJardins, Chambers of Commerce, Johnson Inc., Johnston Group Inc., First Canadian, Maximum Benefit, CINUP, Cowan, GroupHealth, Group Source, Manion, Equitable Life, Cooperators and Nexgen.

Please print clearly in order for us to process your claim to your insurance company.

Patient First Name: _____ Last: _____

Patient's Date of Birth (YYYY/MM/DD): _____ / _____ / _____

<p>Primary Insurance Company: _____</p> <p>Primary Member's Name: _____</p> <p>Primary Member's DOB (YYYY/MM/DD): _____ / _____ / _____</p> <p>Plan # or Policy #: _____</p> <p>Member ID or Certificate #: _____</p> <p>Group # (for Blue Cross only): _____</p>
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Please note that we will try our best to submit to your primary insurance company. However, depending on your policy, sometimes your insurance company will pay amounts covered to you, the **Insured Member**. Hence, in such cases, we will collect the full visit amount up front due to our \$0 balance policy.

Please also note that **we are unable to direct bill to your secondary insurance company**. Many times, the primary and secondary insurance companies do not coordinate and can delay the reimbursement process. We ask that you pay your remaining balance up front and submit your receipt to your secondary insurance company yourself.

Please turn over to next page →



Message to the Plan member, Spouse and/or Dependent regarding Personal Information

Personal information that we collect and disclose about you, and if applicable, your spouse and/or dependents, is used by the insurer and/or plan administrator and their service provider(s) for the purposes of assessing your claims, underwriting, investigating, auditing and administering the group benefits plan, including the investigation of fraud and / or plan abuse.

Authorization and Consent

I authorize Essence Wellness Clinic to collect, use and disclose personal information concerning any claims submitted on my behalf with the insurer and/or plan administrator and their service provider(s) for the above purposes. I authorize the insurer and / or plan administrator and their service provider(s) to: use my personal information for the above purposes. exchange personal information with any individual or organization, including healthcare professionals, investigative agencies, insurers and reinsurers, and administrators of government benefits or other benefits programs when relevant for the above purposes, to exchange personal information concerning any claims submitted with the plan member or a person acting on behalf of the plan member and to exchange personal information for the above purposes electronically or in any other manner.

I understand that personal information may be subject to disclosure to those authorized under applicable law. I agree that a photocopy or electronic version of this authorization shall be as valid as the original, and may remain in effect for the continued administration of the group benefits plan.

Additional Consent Applicable to Plan Members Only

I confirm that I am authorized by my spouse and/or dependents, if any, to disclose personal information about them to the insurer and/or plan administrator and their service provider(s) for the purposes described above and I confirm that my spouse and/or dependents also authorize the insurer and/or plan administrator and their service provider(s) to disclose information about their claims to me, for the purposes of assessing and paying a benefit, if any, and managing the group benefits plan. I also authorize my spouse and/or dependents to assign benefit payments under the plan to the healthcare provider. In the event there is suspicion and/or evidence of fraud and/or plan abuse concerning claims submitted, I acknowledge and agree that the insurer and/or plan administrator and their service provider(s) may use and disclose relevant personal information to any relevant organization including law enforcement bodies, regulatory bodies, government organizations, medical suppliers and other insurers, and where applicable my Plan Sponsor, for the purposes of investigation and prevention of fraud and/or plan abuse. If there is an overpayment, I authorize the recovery of the full amount of the overpayment from any amount payable under the group benefits plan, and the exchange of personal information with other persons or organizations, including credit agencies and, where applicable, my Plan Sponsor, for that purpose.

Consent for Direct Billing with Essence Wellness Clinic / Benefits Assignment Consent

I hereby assign benefits payable for the eligible claims to the Provider responsible for submitting my claims electronically to the group benefits plan and I authorize the insurer/plan administrator to issue payment directly to the Provider. **In the event my claim(s) are declined by the insurer/plan administrator, I understand that I remain responsible for payment to the Provider** for any services rendered and/ or supplies provided. I acknowledge and agree that the insurer/plan administrator is under no obligation to accept this Assignment, that any benefit payment made in accordance with this Assignment will discharge the insurer/plan administrator of its obligations with respect to that benefit payment, and that in the event the benefit payment is made to me, the insurer/plan administrator will also be discharged of its obligation with respect to that benefit payment. I understand that this Assignment will apply to all eligible claims submitted electronically by the Provider and that I may revoke it at any time by providing written notice to the insurer/plan administrator. If I am a spouse or dependent, I confirm that I am authorized by the plan member to execute an assignment of benefit payments to the Provider.

Patient Name

Patient Signature

Date (YYYY/MM/DD)