



**SIMS**

SIMS Foundation P.O. Box 2152 Austin, TX 78768-2152  
*Confidential Clinical Numbers* Phone 512-494-1007  
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## PROVIDER BILLING PROCEDURES

- 1) Use SIMS *Provider Claim Form Revision 10-09*. The blank form may be photocopied for additional use. **Using a different form may cause a delay in payment.**
- 2) The *Claim Form* should include:
  - your name
  - your address
  - your phone number and confidential fax number
  - the name of any clinical group of which you may be a part
- 3) In the *Claims Section* the following information should be included:
  - client number
  - date of service
  - session number
  - Do not include the client's name or any clinical notes regarding the client.
- 4) The category of a session determines the *Total to Provider*. For example, an initial session is reimbursed at a higher rate than subsequent sessions; also Group Sessions are reimbursed at a different rate. Please refer to the *Provider Billing Schedule section* on the *Claim Form*.
- 5) When entering *Client Co-Pay* and *SIMS Co-Pay* amounts, please refer to the individual client's original Service Authorization Form. since co-pay amounts vary among clients.
- 6) Accurate and authorized claims received in the SIMS office by the 25th day of the month will be paid and mailed by the 5th of the following month. If you prefer, you may submit claims throughout the month. All claims received by the 25<sup>th</sup> will be processed for payment on the 5<sup>th</sup>.
- 7) Claims should be submitted within 30 days of the date service was provided.
- 8) Payment of claims submitted 45 days beyond the dates of service may be delayed.
- 9) Claims submitted more than 90 days after the dates of service will not be paid.
- 10) Inaccurate, ineligible, and incomplete claims may result in delays or denial of claim payment.
- 11) Please complete the *UPDATE* section monthly so that we can make appropriate referrals to you.
- 12) Please complete the section on professional licensure and liability each time you submit a claim form.
- 13) If you have any questions about billing procedures or if you have submitted a claim in a timely manner and have not received payment by the 5<sup>th</sup> of the following month, *please call the SIMS Confidential Client/Provider line at 512-494-1007* for assistance.