

Procedure to Treatment Providers on Insurance

- (1) ask the client if they have insurance or not
- (2) if client has insurance then contact the insurance company
either by phone or website
- (3) fill out all insurance forms
- (4) fill out Treatment Provider Insurance Report Form (Detailed Accounting of SB123 Offender), whether or not offender has insurance or not and send to Kansas Sentencing Commission, do this each month for each client
- (5) if Treatment Provider receives any payment from insurance, send KSC the whole amount; attached to an Insurance Payment Remittance Form