



Pastoral Counseling Center

Online Christian Counseling Degrees



Invoicing Clients with Insurance

When working with insurance companies you will need to provide your counselee with an invoice. It is important the invoice contain a diagnostic code as well a code for the type of treatment provided. Also, your NPI number needs to be on the invoice. Of course, the invoice also needs to have the items found on a standard invoice.

It is suggested that you have the counselee contact their insurance company to determine whether they need special forms to submit their request for reimbursement and determine if there are any additional steps required by that particular insurance company.

You may also wish to remind the counselee that there are deductibles and copayments that often deducted from reimbursements to them by the insurance carrier.

Diagnosis Code

For faith-based counselors, the most frequently used diagnostic code is **Axis 1 ICD-9 309.28** which reads *Adjustment disorder with mixed anxiety and depressed mood*

Other codes may be found in the Diagnostic and Statistical Manual (DSM IV) This manual is regularly updated, and changes are commonplace.

Treatment Code

The second code that is required is the treatment code, which will reflect the nature of the service provided.

One or more of the following treatment codes should appear on your invoice:

CPT 90847 Family Counseling Session

CPT 99386 Intake processing session for new client

CPT 99404 Individual Counseling session

CPT 99420 Psychological assessment – testing (use for APS)

Identification Number

The NPI (National Provider Number) should appear on the invoice

*An example is provided for you.

