



Bren Shantz  
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## INSURANCE CHECKLIST

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### Provider Information:

**Provider Name / Group:** Bren Shantz, LPC / Unity Counseling, LLC

**Address:** 5270 Northland Dr NE, Suite B, Grand Rapids, MI 49525

**Phone:** (616) 439-1866

**NPI Number:** Type 1 – 1003283169; Type 2 – 1285299032

### Contacting your insurance company:

1. Call the toll-free number on the back of your card.
2. Ask for “Outpatient Mental Health Benefits” or “Behavioral Health Benefits.”
3. You will be asked for the Providers Name (see above).
4. You may be asked for the “NPI Number” (the National Provider Identification Number).

### 5. Ask for the following information and record it here:

- Is this provider In-Network:      YES       NO
- Deductible: \_\_\_\_\_
  - Amount Met: \_\_\_\_\_
- Co-pay: \_\_\_\_\_
- What is the maximum out of pocket per year? \_\_\_\_\_
- Is there a maximum number of sessions per year? \_\_\_\_\_
- Is authorization required:      YES       NO 
  - If yes, how is that obtained? \_\_\_\_\_
- Additional Information: \_\_\_\_\_
- Claims Mailing Address: \_\_\_\_\_
- Name of person you spoke with: \_\_\_\_\_
- Date: \_\_\_\_\_      Time: \_\_\_\_\_