

Gentle Birthing Services



How to Request Insurance Reimbursement for Hypnobabies Classes

- ___ Pay your Hypnobabies instructor in full.
- ___ Get an invoice/receipt from her which includes the following information:
 - a. The instructor's name and address (her "office with on-site classrooms")
 - b. Her social security number or taxpayer ID number
 - c. The date and location services were provided
 - d. The CPT code for the services provided
 - e. A diagnosis code
 - f. The instructor's signature
- ___ Submit the invoice with a claim form to your insurance company.
- ___ Within 4 weeks, expect a letter telling you either that:
 - a. They need more information before they can process your claim.
 - b. This is not a covered expense.
- ___ Ask your instructor to send you one of the following:
 - a. A copy of her trainings, certifications
 - b. Other credentials or relevant training
 - c. A letter detailing her training and experience and what she did for you
- ___ If possible, ask your obstetrician or midwife for a letter explaining why Hypnobabies instruction helped you, was necessary, or saved the insurance company money. (Did the instructor's suggestions and the Hypnobabies methods of self-hypnosis appear to prevent complications or help your birth to progress more quickly? Did the Hypnobabies instruction decrease your need for expensive pain medications, and staff involvement, monitoring and interventions? Did you have a high-risk pregnancy?)
- ___ Write a letter explaining why you felt the need for Hypnobabies instruction and how you believe the instructor, class content, and self-hypnosis training doula were beneficial to your health and your baby's safety. Be specific.
- ___ Submit to your insurance company: the instructor's letter and credentials, the letter from your doctor or midwife, and your cover letter.
- ___ If they refuse it, write a letter to the Health Services requesting that they review the claim, as you feel it was a cost-cutting measure and they should cover the cost.
- ___ Follow up by telephone if necessary (write down names & dates for every personal contact).
- ___ If they refuse, write a letter to the CEO explaining why you feel that Hypnobabies should be a covered expense. They may not pay your claim, but they will consider it in the future.
- ___ File a complaint with the governing board of your insurance company. Your insurance company is required to provide that information to you when they deny your claim.