

Bear & Wolf Medical Billing

# SUPERBILL SERVICE

**First, collect the following information:**

## MIDWIFERY INFORMATION & AGREEMENT

- If your midwife is not listed here, please have your midwife fill out the “HIPAA Agreement” form on the next page.

## FROM YOUR MIDWIFE

- An itemized invoice & amount paid
- Your chart and records from her care
- The baby's chart and records from birth & care

## INSURANCE INFORMATION

- A photo of both sides of your insurance card - if we did not run your verification of benefits.
- Pre-authorization or Gap Exception documentation, if applicable.
- Any notes from your communications with your insurance company.

**Then, initiate the superbill service:**

## EMAIL THE ABOVE DOCUMENTS TO RAJAN@BWMEDICALBILLING.COM

- We will send you a paylink to submit your payment to initiate service.

## SUBMIT PAYMENT VIA PAYLINK

Our coders will get to work on your superbill. You can expect to receive your superbill via email within 2 weeks.

