

Intake/Administrative Functions

Clinical Team Functions

Billing Team Functions

New Client Inquiry

Verify Insurance Benefits

Request Authorization for Assessment

Submit Request for Ongoing ABA Therapy

Track Authorization Expiration dates

Submit for New Ongoing Authorization

Appeal Any Denied Hours for Authorization

Assign clinician (ensure credentialing is complete)

BCBA writes Initial Treatment Plan

Create schedule for client within Approved Hours

Provide Required Supervision

Document all Session Notes and Track all Data

Write updated treatment plan (every 6 months)

Review coding for sessions in order to bill

Submit Claims to Insurance

Follow Up on Submitted Claims

Post Payments from Insurance

Create and Send Patient Invoices

Follow up on denied or incorrect payments

Appeal Claims denials as Needed