



The Fort Christian Psychiatric Center / Shaw Wendi Fortuchang, MD, PC

office of

Shaw Wendi Fortuchang, MD, FAPA

ABPN Board-Certified Adult, Pediatric and Forensic Psychiatrist

As you are aware, The Fort Christian Psychiatric Center is not contracted with any insurance companies and does not accept insurance. We are considered an "out-of-network" provider. Because we do not have a billing department, we do not submit any billing claims to insurance companies.

If you wish to be reimbursed by your insurance company, you will be responsible for filing the claim on your own. At every appointment, you will be given a receipt for payment of your session and a superbill containing all the information needed by your insurance company. But, we cannot guarantee that your insurance company will reimburse you for services rendered.

Instructions on filing for reimbursement from your insurance company:

1. Complete the form HCFA-1500 as follows:
 - a. Complete sections 1-8 as it applies to you.
 - b. Section 9 is to be completed only if you are also filing with an additional insurance company (other than your primary insurance carrier).
 - c. Complete section 10 as it applies to you.
 - d. Complete section 11 with your insurance information (from your insurance card).
 - e. Sign and date section 12.
 - f. In section 13, indicate that your account is paid in full and reimbursement should be sent directly to you.
2. Attach a copy of your superbill from our office to the form. This superbill contains all information necessary for your insurance company to process your claim.
3. Payment from your insurance company should be sent directly to you. Though this has never occurred, if your insurance company mistakenly sends payment to our office, we will reimburse you for that amount.
4. Questions about or problems with collecting reimbursement from your insurance company should be directed to your insurance representative.