

Superbill: for client out-of-network reimbursement

Source: Etsy listing "Private Practice Bookkeeping Spreadsheet for Therapists", file therapy-practice-bookkeeping.xlsx, tab "Superbill Template".

Customize with your information before giving to clients. Clients submit this to their insurance for out-of-network reimbursement.

PROVIDER INFORMATION

Provider Name:	
NPI Number:	
License Number:	
Tax ID (EIN/SSN):	
Address:	
Phone:	
Email:	

PATIENT INFORMATION

Patient Name:	
Date of Birth:	
Insurance ID #:	
Insurance Company:	
Group Number:	

SERVICES RENDERED

Service Date	CPT Code	ICD-10 Diagnosis Code	Description	Fee	Units
TOTAL BILLED:					

Provider Signature: _____ Date: _____

I certify that the above information is accurate and complete.

Printable version of the "Superbill Template" tab. In the workbook the total is a formula (the sum of the fee column) and the tab can be duplicated for each client. Whether an insurer reimburses from a superbill is up to the insurer. Use Client ID codes in your spreadsheet, not names. Not legal, tax or billing advice.