

**Therapies At Play, Inc.**  
**Billing Procedures**

**Completion of Face-To-Face sheet**

1. Provider completes TAP Face-To-Face (FTF) sheet at end of therapy session. All sections must be complete before leaving family home.
2. Provider reviews FTF sheet with family member/caregiver present and obtains signature to verify start and end time of session.
3. Provider leaves yellow copy of FTF sheet with family and takes original.

**Submission of Claims to TAP**

1. Provider may submit claims to TAP on whatever schedule they choose (weekly, bi-weekly, monthly, etc).
2. Provider completes **Claims Worksheet** including provider name, dates of billing period, date of service, child name, type of service, and number of units. If submitting more than one **Claims Worksheet** at a time, this should be indicated at bottom of page.
3. Provider submits completed **Claims Worksheet** and copy of corresponding FTF sheet to Therapies At Play one of the following methods:
  - fax to (765) 448-3898
  - scan to e-mail at [taproviderbilling@gmail.com](mailto:taproviderbilling@gmail.com) (preferred method)
4. Claims submitted to TAP by 9:00 p.m. on Thursday at the end of the defined 2-week billing period will be submitted by TAP to the Central Reimbursement Office by the following Tuesday. Refer to **Claims Due and Pay Date Calendar**.
5. FTF sheets missing information that will affect reimbursement will be returned to the provider for correction. Original FTF sheets needing corrections will be mailed back to the provider.

**Payment to Provider**

1. Provider will receive payment for all paid claims on the 2<sup>nd</sup> Friday following the end of the defined 2-week billing period. Refer to **Claims Due and Pay Date Calendar**.
2. Payment will be made via direct deposit as long as provider gives TAP an **Electronic Transfer Form** and voided check. Otherwise, payment will be made via check.

**Submission of Originals**

1. Originals must be submitted every month for the previous month's sessions. (ie by 3/31/19 all originals through 2/28/19 should be sent to the agency)