

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
4. Claims submitted to TAP by the billing deadline 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.

Payment to Provider

1. Provider will receive payment for all paid claims on the 2nd 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.