

How to Submit a Superbill

Mindology Counseling

Washington, DC | Maryland | Virtual Sessions

This guide provides a simple step-by-step overview for clients who wish to seek reimbursement through out-of-network insurance benefits.

Step 1: Confirm Your Benefits

Call your insurance company or log in to your member portal to confirm whether your plan includes out-of-network benefits for outpatient mental health therapy.

Step 2: Pay for Your Session

Payment is made at the time of service according to the practice payment policy.

Step 3: Receive Your Superbill

A superbill is an itemized receipt that includes the information insurance companies commonly need, such as provider details, date of service, and billing codes.

Step 4: Submit the Superbill

Most insurance companies allow submission through an online portal or mobile app. Some still allow claims by mail. Follow the instructions provided by your insurance company.

Step 5: Save Copies for Your Records

Keep copies of the superbill and any claim confirmation numbers or emails for your records.

Step 6: Watch for Reimbursement

If approved, reimbursement is usually sent directly to you. Timing varies by plan and insurer.

Tips for a smoother process

- Submit claims as soon as you can after receiving the superbill.
- Check whether your insurer requires a specific claim form in addition to the superbill.
- Contact your insurer directly if a claim is delayed or denied.
- Keep a record of submission dates and any correspondence with the insurance company.