Ask the practice for a superbill

A superbill is an itemized statement you send to your plan with your own claim. Send this to the practice's billing team, by email or through the patient portal if they have one.

Type into the boxes in a PDF reader or print and write in pen. More on submitting your own claim: sclerallensguide.com/insurance/out-of-network-claims-and-superbills/

Your name

Date

Your address, phone and email

To: billing team at (practice)

My eye doctor

Re: Request for an itemized superbill

Hello,

Dates of my visits

My insurance plan

I'm a patient of the doctor named above. Could you please send me an itemized statement (superbill) for my visits on the dates above, so I can submit a claim to my insurance plan?

So that my plan can process it, please include:

my name

date of birth

member ID

- the practice's name, address, phone number and tax ID, and the treating provider's NPI number
- the date of each service
- the procedure and lens codes for each item, with the eye (right or left) where it applies
- the diagnosis codes
- the charge for each line, and what I have paid

The easiest way to send it to me (optional):

Thank you for your help.

Best regards,

Signature

Your name