



Information Request

We require the pre-authorization of all of our services prior to delivering the services to you or your child. This is one extra step to ensure prompt and steady payment for our services.

We encourage you to read the policy about insurance authorizations found in our Patient Handbook. The Patient Handbook can be found online at www.TCAcadiana.com. If you have any questions regarding this policy, please feel free to address them at any time.

In order for us to process the authorization, we will need a few things from you.

1) The first document that will be needed is an Assessment Report from the doctor who diagnosed your child with their presenting disorder (Autism, ADHD, etc). This document is usually several pages in length and includes the name and results of the assessment(s) used to diagnose the disorder. For your knowledge, the most common types of assessment for an Autism Diagnosis are the ADOS-2 and the Vineland-II.

2) The second document that will be needed is an official referral letter from either your child's diagnosing physician (from above) or current physician. This letter must be on your doctor's letterhead and include the doctor's signature. The letter should be dated within the last 90 days and include the patient's name, date of birth, diagnosis, and the wording "refer to Therapy Center of Acadiana for ABA Therapy".

3) Finally, we will need all of your completed "Welcome Packet" paperwork from us on file. Once this information is collected, we will begin working with your insurance to authorize our services.

Due to industry regulations, we are unable to contact your doctor(s) directly requesting these documents. The request must originate from the patient or the patient's guardian. However, the doctor(s) may fax the documents directly to us at 337-233-1168.

If there is anything we can do to assist you in this process, please do not hesitate to ask. We appreciate your patience during this process.

- The Staff of Therapy Center of Acadiana