

# CONSENT

## Consent and insurance

Consent to bill insurance and to share a child and family's personally identifiable information must be discussed at the initial visit with the Service Coordinator.

Families must be informed that certain services are at no cost to them:

- Service Coordination
- Evaluation and Assessment
- IFSP Development
- Dispute Resolution
- Transition services
- Team Meetings

There is no cost to use AHCCCS for AzEIP services, however consent is needed to share personally identifiable information with AHCCCS for billing purposes.

With consent, AzEIP can use funds from public and private insurance to pay for some of the no cost services, as well as ongoing services which may have a cost. Using all funding sources helps to ensure that AzEIP can support all potentially eligible children and their families.

## Personally

## Identifiable

## Information

- Name of the child, child's parent or other family member;
- Address of the child or child's family;
- Child or parent's social security number, I-TEAMS or Focus ID;
- List of personal characteristics or other information that would make the child's identity easily traceable; and/or
- Other information that would make the child's identity easily traceable.



### Consent to bill insurance is needed before billing for:

- \* Evaluation
- \* Initial provision of early intervention services on the IFSP
- \* For private insurance only, for each increase in frequency, length, duration or intensity of an early intervention services.
- \* Annually for AHCCCS and/or ALTCS

All services are provided at no cost to the family, therefore no co-pays or deductibles may be collected from the family.

# SAMPLE SCRIPT

“One of the things we need to discuss today is consenting to use your public or private insurance and sharing your personally identifiable information. AzEIP uses a number of funding sources: AHCCCS, state funds, federal funds, private insurance. We braid these funds together to support all infants and toddlers who are eligible for AzEIP. Using your insurance is a no-cost way that you can help to support not only your child, but all eligible children. Before we can use your private or public insurance we need your consent, or permission, in writing.

If you have AHCCCS there is no cost to you or your family for any AzEIP services, we do still need your consent to share your personally identifiable information before we may bill AHCCCS. When I say personally identifiable information, that means that we have to tell AHCCCS your name, your child’s name, your address and the services you and your child are receiving. We will keep your information confidential, only those people who need the information, like myself or the people who bill the state and the staff at AHCCCS will see your information. We won’t, however, share your information with anyone else without your consent.

If you have private insurance, there is no cost to you or your family for any AzEIP services, we need your consent to share your personally identifiable information before we may bill your insurance, and we will never ask you for a co-pay or deductible payment. If you use your insurance for your child’s evaluation, it is still at no cost to you, but we must have your consent. We will not ask you to pay a co-pay or deductible. If your insurance plan changes, or your child is no longer covered by private insurance, please let us know so that we can update our records. I can assist you with obtaining insurance. If at any time you believe you have been billed in error I can help you to use your due process protections to challenge any fees.”

## **Where to find more information on Consent and Use of Insurance:**

[A Family’s Guide to Funding Early Intervention Services in Arizona](#) in [Spanish](#)

[Consent for Insurance](#)

[AzEIP Policies and Procedures: Chapter 3 Early Intervention Services](#)

[AzEIP Policies and Procedures: Chapter 7: Procedural Safeguards](#)

[AzEIP Policies and Procedures: Chapter 9: Financial Matters](#)