

## Update Regarding the Billing Information Release Form

The Early Intervention Central Billing Office and Help Desk can only release billing information to Early Intervention credentialed and enrolled providers. In order for the Early Intervention Central Billing Office or the Help Desk to release billing information to someone other than an enrolled provider a signed and completed Billing Information Release form identifying that person must be on file.

Instructions to complete the BIR Form:

- **Provider or Payee Name-** Complete this section by entering the individual provider name or the payee agency name that is credentialed and enrolled with Early Intervention. This name must match the enrolled SSN or Tax ID.
- **Taxpayer ID-** Complete this section by entering the enrolled SSN, Tax ID or FEIN. This number must match the enrolled provider or payee name.
- **Billing Agent Name (s) -** Complete this section by entering the names of individuals that are not Early Intervention providers but will call on behalf of the enrolled provider that rendered services. Up to six names will be allowed. Billing agents can be persons that work in the billing office for the enrolled Tax ID, persons that work at an outside billing source or a spouse etc ...
- Check the appropriate box for the timeframe to release billing information. Only one box should be marked. Check the first box if the billing agent will only be used for a specified time frame and enter the date range. Check the second box if the billing agent will be used for an unspecified time frame.
- **Provider Signature-** If you are the enrolled provider authorizing the release of billing records to your billing agent then sign your name on this line. If you are not an enrolled provider do not sign on this line. Leave it blank and see the Payee Representative section below.
- **Payee Representative Signature-** If the BIR form is being completed for an agency it can be signed by a payee representative. A payee representative is not an enrolled individual provider but any authorized personnel that can act on behalf of the agency. This person would be equal to the person who signed the DHS Payment Agreement or provider contract during the credentialing process for Early Intervention. A payee representative could be the owner of the agency or the payee's billing office manager. Please note this form cannot be completed or signed by anyone that works at an outside billing source or does not work directly for the agency.
- **Date Signed-** Complete this section using the date the provider or payee representative completed the form.
- Completed forms can be faxed to the Help Desk @ 217-541-7475.

Please note at any time there is a change regarding billing agents it will be the responsibility of the provider or payee representative to inform the Early Intervention Central Billing Office or Help Desk.

If you have any questions regarding the BIR form please contact the Help Desk @ 1-800-634-8540