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Insurance Payment Policy

Please complete the below portion. Then review each statement and initial to acknowledge that you have read and understood the information.

Name: _____ Date of Birth _____

Address: _____

Phone: _____

Insurance Company: _____ Plan Name: _____

Name of the Insured Person: _____ Relationship: _____

Employer: _____ Insured's Date of Birth: _____

Insurance ID Number: _____ Group Number: _____

_____ It is my responsibility to verify my insurance benefits and eligibility.

_____ By signing below I acknowledge that I am responsible for any expenses not covered by insurance.

Printed Name: _____

Signature: _____

Date: _____

To be completed by office staff:

In Network	Out of Network	Effective Date: _____
Deductible _____	How much has been met _____	
Out of Pocket Maximum _____	Copay _____	
Co-Insurance _____	Authorization Required _____	
Session Maximum _____	Other Information: _____	