



Thank you for choosing Aspire Indiana for your behavioral healthcare needs. Services may be requested through our patient portal by using the link at www.aspireindiana.org and following the instructions. If you are choosing to schedule services outside of the portal, enclosed are the documents that need to be completed before we will schedule your appointment. Please make sure that **both sides** of each document are completed.

You may return the packet of completed assessments by mail or by bringing them into the Aspire office location where you wish to receive services along with the following information:

- ❖ Photo ID/Driver's License
- ❖ Insurance Card(s)
- ❖ Proof of **Household** Income, if you want consideration for a fee reduction, (which could be any of the following examples for all in home)
 - 3 paystubs for self
 - 3 paystubs for spouse, significant other, or any other adults in the household
 - U.S. Income Tax Return showing Annual Gross income
 - Unemployment Statement
 - Child Support Award Letter
 - TANF Award Letter
 - Social Security Award Letter
 - SSI Award Letter
 - Disability Award Letter
 - Retirement Award Letter
 - Survivor's Benefits Award Letter
- ❖ If you do not have income from any source, you may obtain a "No Income Statement" from Work One. (See attached form for the nearest Work One location in your area.)
- ❖ We must also have Legal Guardianship/Court papers if you are guardian of a child.

Again, it is important that we receive the information listed above to enable us to schedule your appointment. If you have insurance, you must bring your insurance card or mail insurance information before an appointment will be scheduled. If we do not have your insurance card/information at the time of scheduling the appointment, you will need to pay full fee rates (Intake full fee rate is \$130) on the day of your appointment. If you do not have Insurance, you may qualify for a fee reduction that is based on your household income and family size. Failure to provide this information prior to your appointment will result in services being charged to you at full fee rates.

Once you have provided the necessary information to our office, we will schedule an Intake appointment for you with one of our service providers. Please note that Prior approval or Pre-Certification from your insurance is your responsibility as well as co-payments and co-insurance. You will need to contact your insurance company to obtain that information. Payment is due at the time of service. If you provide a valid insurance card/information before appointment is scheduled, we will also contact your insurance company to verify your benefits/authorizations.

Please reference our website for Aspire office location information at <http://www.aspireindiana.org/locations.html>. If you have any additional questions, please contact our Intake Access Department at 1-877-574-1254.

Again, thank you for choosing Aspire Indiana.