



VIRTUS
HEALTH

ENROLLMENT CHECKLIST

At Virtus, we're here for you each step of the way, so it's our priority that you have everything you need to be successful. That's why we made this checklist of the information you'll need to enroll your child as quickly and easily as possible!

Please use your Virtus online portal to input and upload the following information:

- Initial enrollment application
- Enrollment information
 - General information: Name, address, phone, email, etc.
 - HIPAA Privacy Authorization
 - Signed HIPAA Privacy Release
 - Insurance Verification
 - Payment Verification
 - Transportation Waiver
 - Signed consent and acceptance
- Photo / image of front & back of insurance card
- Primary Physician referral documents
 - Patient medical history
 - Diagnosis
- Letter of Medical necessity
- Testing information
 - ADOS or IEP documentation

If there is any other way we can help you, please call us at 800-217-9289 Ext. 724



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