



Date: January 18, 2017

Dear Valued Member,

Thank you for choosing Clinical Behavior Analysis (CBA) as your primary Applied Behavior Analysis (ABA) provider. We are committed to providing you with quality and affordable services. We have updated our intake process and annual renewal of required paperwork for our participant's records. Enclosed you will find our Insurance Payment Policy and our Credit/ Debit Card Authorization Form. These are required for all insurance patients for 2017.

Please review, sign and return the two completed forms and have them mailed to CBA by Tuesday, 1/31/17. For your convenience we've provided a self-addressed, stamped envelope. Or, you may fax them to 1-888-450-0935, ATTN: Kelly Fitzpatrick.

If you have any questions regarding the policy or forms, please contact Kelly Fitzpatrick, Insurance Program Coordinator, (502) 409-7181, Ext. 104 and she will personally schedule a meeting for you with our business manager for further review, if requested.

To prevent services from being disrupted, please submit the forms by the due date 1/31/17 or schedule an appointment. A copy will be provided to you upon request. We appreciate your cooperation and look forward to another wonderful and successful year together! Again, please call for any questions and we would be happy to review in person.

Sincerely,

Jason Simmons
Executive Director
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