



STRAIGHT
A Direction for Youth

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MEMORANDUM

TO: All Program Parents
FROM: Jim Hartz, Executive Director
SUBJECT: Submission of Insurance Claims
DATE: January 22, 1981

STRAIGHT, INC. has a licensed clinical psychologist on Staff. We hope this will help considerably in satisfying the requirements of insurance carriers. STRAIGHT'S medical director, Dr. Mark Morris, has suggested that a letter from the family doctor of the client referring him to the program will also help a great deal in the processing of these claims.

The letter should be on the referring physician's letterhead and can simply state:

I refer _____ to STRAIGHT, INC.
for the treatment of substance abuse.

Signature of Doctor

Please submit a referral letter with your completed insurance forms. We would ask that you be sure that the portion of the form asking for employee information has been completely filled out and that you have signed in the proper places.

We would appreciate it if you would let us know if you receive reimbursement from the insurance company. In this way we will have some idea of what sort of progress we are making in satisfying the requirements of different carriers.

Thank you.