

Dear patient, In the following I will explain the process of applying for non-contractual psychotherapy (reimbursement of costs). This project will not be easy and - in most cases - initially rejected. However, I will support you in getting therapy with me approved.

### **Step 1: Contact the appointment service point**

- Contact the appointment service point (TSS, 116117) to get an appointment with a contract handler. Note: You can also use the online appointment system!

### **Step 2: Consultation hours and certificates of urgency**

- If you find out during this consultation that a contracted psychotherapist, and a mutual agreement has been reached with the therapist, you should always choose this convenient route! If there is no free therapy place, this should be noted on the form (PTV11).
- This should also be ticked that "prompt treatment" is indicated,
- The handwritten part should state that guideline therapy (Richtlinienpsychotherapie) is indicated.
- Often, during the consultation, you will receive a code for further mediation of a probatory exercise with another therapist. On the TSS website or at 116 177, you should have this probatory process conveyed to you and clarify with the therapist who has been referred (by telephone or on site at the appointment) whether a treatment could possibly take place at all. If this is excluded from the outset, you do not have to go through the probatory course completely.

### **3rd step: collect psychotherapy rejections**

- Contact about 20 resident psychotherapists by phone or email parallel to conducting the discussions and have them confirm that they will not be able to start psychotherapy there in the near future due to insufficient capacities. Document this (rejection log in the download area).
- If you have the rejection protocol, PTV11 and urgency certificates, contact me and we will arrange an initial meeting. You will be billed for this first appointment (according to GOÄ, item 861, 140.76 €). It serves to get to know each other and to make a general decision as to whether therapeutic cooperation is conceivable. All open questions regarding the reimbursement of costs can also be asked here.

### **Step 4: Submit a psychotherapy application for 4 probatory sessions**

- The document template for a cover letter in the download area contains a draft for a letter to your cash register. You will also receive a cover letter from me.
- We will fill out the formal application form together.
- You send all application documents to the health insurance company.

### **Step 5: Rejection of the application and objection**

Most of the time, this first application is rejected and I support you in writing the objection, where we ask you to check the "system failure" again. This is often forwarded to the MDK (medical service of the health insurance companies) and the insurance company will wait for this decision (of 4-6 weeks). This is the real hurdle in getting reimbursed. Further steps (e.g. application for therapy for 12, 24 or 60 sessions) run much faster and without re-examination of the existence of system failure.

### **Step 6: Trial sessions and application**

- If the reimbursement is approved, we will arrange 4 appointments. As soon as we decide during the trial that joint therapy is an option, we apply for guideline therapy (usually short-term therapy for practical reasons).