

Using Apta Cash

How to Submit Receipts after a Procedure



Follow the below steps after your medical visits to submit your receipts:

1. Ask the doctor's office or provider for an **itemized receipt** detailing the procedure(s), including the procedure code(s).
2. Take a photo and send in the **itemized receipts** to cashpay@apta-health.com or text to **(720) 704-3300** immediately after your appointment.
3. If there are multiple family members at the visit, you will need to swipe the card separately for each person and submit an itemized receipt for each person with their full name and associated costs. For example, if it is yourself, a partner, and a child, you will need three separate card swipes and three separate receipts. Don't forget to text or email photos of each receipt to the above-mentioned phone number or email address asap.

Pro Tip:

Save the phone number in your phone as "Apta Guardian Receipts" for future use.

Important:

For unplanned visits in which you have not alerted the Apta Guardians that you have an upcoming appointment, your Cash Pay Card will be temporarily deactivated if you do not send in an itemized receipt within 24 hours of your unplanned visit. If you alert the Apta Guardianship team prior to your appointment, you will have up to 1 week to submit receipts before the Cash Pay Card is deactivated.

An example of an itemized receipt showing procedure codes

Patient:	Admission Date:	05/31/22			
Hospital Account:	Discharge Date:	05/31/22			
Current Hospital Account Balance: 63.98					
Professional Charges					
Date	Rev Code	Procedure Code	Description	Qty	Amount
05/31/22		94729	DIFFUSING CAPACITY	1	45.00
05/31/22		94726	PLETHYSMOGRAPHY LUNG VOLUMES W/WO AIRWAY RESIST	1	67.00
05/31/22		94010	BREATHING CAPACITY TEST	1	50.00
Total professional charges:					162.00

Following these steps will ensure a smooth experience with your new Apta Guardianship plan. If you have any questions, do not hesitate to contact your Apta Guardianship team for assistance.