



Tobii ATI provides innovative hardware and software solutions for individuals with disabilities or special education needs

FUNDING CHECKLIST

Please submit the following information to the Tobii ATI Funding Dept. so we may process the prior authorization and claim through the insurance company as quickly as possible. The person requesting the assistance of the Funding Dept is responsible for compiling the documentation outlined here and submitting this complete packet to the funding department; fax #781-461-2449.



TIP: Our website offers resources to support the completion of these documents. Be sure to review the “*Things to Consider Before Writing the Speech Report,*” “*Speech Eval Worksheet*” and the “*Samples of Speech Reports*” for guidance.

- Quote:** a quote prepared by your RSC (Regional Sales Consultant)
- Client Information Form** (found on our website)
- Written Evaluation:** a written evaluation by a Speech Language Pathologist including:
 - Client/patient diagnosis
 - Prognosis
 - Communication capabilities
 - Ability to use the device in multiple settings such as home and school
 - A comparison of AAC devicesExamples of how denial of a communication device could endanger the client's health and/or safety
- Insurance Cards:** copies of the front and back of the client's insurance card(s)
- MD's Prescription:** a prescription from the patient's primary care physician listing the specific Device and *all* other accessories recommended (a sample can be found on our website)
- Letter of Medical Necessity:** a letter from the physician and/or speech language pathologist explaining the medical necessity of the device is required by some states but recommended in all. (A sample can be found on our website)
- Assignment of Benefits & Release Form:** a form authorizing the payment of benefits from the insurance company to Tobii Assistive Technology, Inc. for equipment or services provided to the client. This is available on our website and must be completed by the family or client.
- Rentals Requests ONLY:** If renting rather than purchasing, please complete the Rental Order Form and signed Rental Contract (found on our website)