

Dear Service Provider Applicant,

Thank you for your interest in providing healing services to beneficiaries of the Sandra J. Wing Healing Therapies Foundation.

Our foundation issues grants to people being treated for cancer, largely in these five cities: Pleasanton, Livermore, Dublin, Danville, and San Ramon. Using Foundation funds, they can access five healing services: therapeutic massage, acupuncture, acupressure, visualization/guided imagery, and/or meditation/deep breathing.

Once an individual becomes a foundation beneficiary they will receive an approval letter. This will serve as their authorization to obtain healing services from the Qualified Service Providers for the Sandra J. Wing Healing Therapies Foundation.

To become a Qualified Service Provider four documents must be completed and submitted. Please use our contact information below (email submission is preferred when possible).

Service Provider Qualification Form: Complete, sign, and submit the application found on the Resources / Providers page at: www.healingtherapiesfoundation.org

Diploma/Certification/License: Provide copies of license, certification, and/or diploma.

Professional Liability Insurance: You must have current Professional Liability Insurance.

W-9: Complete a **current** W9 Federal Tax Form from: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

Upon receipt of your packet, a service provider committee volunteer will make sure it is complete, communicate with you regarding your approval, and ensure that you are properly listed on our web site. This may take several weeks as the committee usually meets every two months.

Reimbursement

Please **submit one invoice per client within 30 days of the date of service**. Email to: invoices@healingtherapiesfoundation.org is preferred, but fax (877-603-8019) and mail (5890 Stoneridge Dr. Ste. 104, Pleasanton, CA 94588) are acceptable. Payment is usually made within 30 days of receipt of invoice.

Each invoice must include the following:

- Name of the Foundation Beneficiary (the client)
- Type and date(s) of Service provided
- Fee per service (*If special Foundation rate was offered, this will be the reimbursement rate.*)
- Name of business on the W-9
- Business mailing address

Please understand that Beneficiaries may see multiple providers for healing therapies. It is the Beneficiaries' responsibility to track the amount of funds they have available for healing therapy treatments. As a Qualified Service Provider, you acknowledge that it is your responsibility to submit invoices to the Foundation within 30 days of service for consideration. Any amount over and above the Grant amount will be your responsibility to collect from the Beneficiary.

The Sandra J. Wing Healing Therapies Foundation will not pay for any fees incurred due to a "no show". If a beneficiary does not show up for his/her appointment, and if the provider assesses a "no show" fee - the beneficiary is responsible for said payment. The provider and the beneficiary are to work out any no show fee negotiations and communicate among themselves.

Insurance/License/Certification Renewal and Business Name Changes

To maintain your status as qualified service provider, current certificates must be on file with the Foundation. At your insurance or license/certification renewal date, email or fax an updated copy to the Foundation, prior to expiration, so that suspension is avoided.

If you change your name, business name, location, or contact information, please update the Foundation as soon as possible.

Thank you for your interest in providing healing services to our Foundation Beneficiaries.

Sincerely,

The Sandra J. Wing Healing Therapies Foundation Service Provider Committee