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## Medical Office Policies &amp; Procedures Supplement

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| Document ID<br><b>MDO103</b> | Title<br><b>BILLING PROCEDURES</b> | Print Date<br>mm/dd/yy    |
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| Effective Date<br>mm/dd/yy   | Reviewed By<br>name, title         | Date Reviewed<br>mm/dd/yy |
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**Policy:** To bill patients and insurance companies promptly, and with accuracy.

**Purpose:** To outline the proper billing procedures to be followed after each patient visit.

**Scope:** This procedure applies to all front office personnel.

**Responsibilities:**

The Receptionist will be responsible for distributing procedures sheets, invoices, and the payment information prior to collecting payments.

**Procedure:**

**1.0 PAYMENT POLICY**

MDO103 Ex1 PAYMENT POLICY should be clearly posted in plain view of all patients near the receptionist area.

**2.0 PATIENT CHECK-OUT**

2.1 Once the doctor has finished examining the patient, the patient will then proceed back to the reception area for checkout procedures.

2.2 The doctor will bring the patient's chart up to the front desk, along with the procedure sheet, appropriately filled-out. This sheet will contain the codes that the doctor used to diagnose the patients (ICD-9 Code), as well as the codes used to charge the patient for the visit (CPT Code). See MDO103 Ex2 FEE SCHEDULE for a sample fee schedule.

**3.0 INSURANCE SUBMITTALS**

3.1 If the patient is paying for the visit privately, the receptionist will take the payment from the patient and give them a receipt for the visit, along with a copy of the procedure sheet. The patient may then submit the appropriate forms to their insurance company if they participate with a plan not accepted by the office.

3.2 If the patient participates with an insurance policy that is accepted by the office, they may be required to pay a pre-set co-payment. The receptionist will take the co-pay from the patient and then submit the rest of the bill to the insurance company for reimbursement. The patient will receive a copy of the procedure sheet.

# Billing Policy And Procedure Manual

**Rachel S Tattersall**



## **Billing Policy And Procedure Manual:**

## Decoding **Billing Policy And Procedure Manual**: Revealing the Captivating Potential of Verbal Expression

In a time characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its capability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Billing Policy And Procedure Manual**," a mesmerizing literary creation penned with a celebrated wordsmith, readers set about an enlightening odyssey, unraveling the intricate significance of language and its enduring effect on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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