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## Medical Office Policies &amp; Procedures Supplement

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Document ID	Title	Print Date
MDO103	<b>BILLING PROCEDURES</b>	mm/dd/yy
Revision 0.0	Prepared By name, title	Date Prepared mm/dd/yy
Effective Date mm/dd/yy	Reviewed By name, title	Date Reviewed mm/dd/yy
	Approved By name, title	Date Approved mm/dd/yy

**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

**Christian G. Meyer**



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

## Whispering the Techniques of Language: An Emotional Quest through **Billing Policy And Procedure Manual**

In a digitally-driven earth where displays reign supreme and instant interaction drowns out the subtleties of language, the profound secrets and mental subtleties hidden within phrases frequently get unheard. However, situated within the pages of **Billing Policy And Procedure Manual** a captivating fictional value pulsing with fresh feelings, lies a fantastic quest waiting to be undertaken. Written by a talented wordsmith, that charming opus invites readers on an introspective trip, softly unraveling the veiled truths and profound affect resonating within the cloth of each and every word. Within the emotional depths of the poignant evaluation, we will embark upon a heartfelt exploration of the book is core subjects, dissect its charming publishing fashion, and fail to the effective resonance it evokes serious within the recesses of readers hearts.

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