

Detected outside of hours of operation:

- If immediate action is necessary, arrangements should be made to contact the Systems Administrator, or another manager, who will contact the appropriate authorities and take any necessary steps to secure the premises until a complete evaluation of the damage can be made.
- In all instances, follow-up reports should be made to the Systems Administrator.

ROUTINE DESTRUCTION OF PROTECTED HEALTH INFORMATION

- All documents containing protected health information should be separated from regular trash and destroyed either by shredding or burning.
- When damaged, defective, or obsolete, all disks, tapes or any other storage medium containing PHI should be either erased or destroyed.

REPAIR AND ACCESS TO COMPUTER EQUIPMENT

- Access to equipment containing PHI by any service technician should kept to them minimum duration necessary to accomplish the desired job.
- Access to equipment by non-MBA personnel should be supervised or restricted to prevent inappropriate access to PHI.
- All non-MBA personnel should understand and sign a Second Tier Business Associate Agreement.

SECURING THE PREMISES

- All employees are responsible for closing and locking their window at the end of the day.
- After regular business hours, every employee should confirm that the front door to the office is locked as they leave the building.
- The side door is to remain locked at all times. The Systems Administrator will confirm daily.
- Upon termination of any employee for any cause, the pass code to the front door will be changed.
- The pass code to the front door will only be given to those employees whose schedule necessitates access before or after regular business hours.
- The pass code to the front door is only to be given out by a member of the management team. Any further dissemination is considered misconduct.

WORKSTATION USE

- Computers should be configured so that a screen saver appears when monitors are idle for 15 minutes. A password will be needed to return.

RECORD HANDLING

- Confidential records should not be left in a conspicuous location.
- All employees should pro-actively gather unattended records and return them to a secured area.

Billing Compliance Manual

Daniel Farb



Billing Compliance Manual:

Medical Billing Compliance Specialist - The Comprehensive Guide DEAN STRATTON, Unlock the definitive roadmap to mastering medical billing compliance with Medical Billing Compliance Specialist The Comprehensive Guide This essential handbook is designed for healthcare professionals billing coordinators and compliance officers who strive for accuracy integrity and regulatory excellence in every claim From understanding HIPAA requirements to decoding payer audits this guide delivers expert insights into the legal and operational dimensions of healthcare billing Learn to build audit proof documentation navigate the complexities of CMS and OIG guidelines and establish effective internal compliance programs Step by step workflows real world scenarios and self assessment tools empower you to identify errors before they cost you Whether you re an aspiring compliance specialist or a seasoned professional this book offers the clarity depth and structure needed to elevate your expertise Enhance your career credibility ensure legal adherence and confidently manage compliance challenges with this comprehensive and practical resource Perfect for medical billing training professional certification prep and ongoing compliance education Stay compliant Stay confident **Provider-Based Entities** Gina M. Reese,2015-08-28 Provider Based Entities A Guide to Regulatory and Billing Compliance breaks down complex Medicare coverage requirements CMS applicable Conditions of Participation and provides insight about recent coding and billing changes including the use of modifier PO Medical Billing Compliance Specialist - The Comprehensive Guide Viruti Shivan,2024-01-08 Dive into the critical world of medical billing compliance with Medical Billing Compliance Specialist The Comprehensive Guide This essential resource provides a thorough exploration of the complexities and nuances in the healthcare billing sector Readers will gain in depth knowledge about various aspects of medical billing including understanding the latest regulations navigating the complexities of insurance processes and ensuring compliance with healthcare laws The book is designed to guide both newcomers and seasoned professionals through the intricate landscape of medical billing making it an invaluable tool for compliance officers billing specialists and healthcare administrators Key features of this guide include Detailed explanations of billing regulations and compliance requirements Practical strategies for managing audits and ensuring adherence to laws Insight into the evolving landscape of healthcare billing and its impact on compliance This book stands out as a comprehensive manual for anyone aiming to excel in the field of medical billing compliance Please note to respect copyright laws and maintain the highest standards of integrity this book does not contain any images or illustrations **Medicare Billing Compliance Reference Manual** OptumInsight, Incorporated,2003 CodeBusters Patricia T. Aalseth,1998-12 Medicine **Home Health Billing and Operations Compliance Manual** OptumInsight, Incorporated,1999 Physician Compliance Implementation Manual Bill Dacey,2001 **The Physician Compliance Auditing and Monitoring Manual** Bill Dacey,2001 Compliance for Coding, Billing & Reimbursement, 2nd Edition Duane C. Abbey,2008-04-02 While the vast majority of providers never intend to commit fraud or file false claims

complex procedures changing regulations and evolving technology make it nearly impossible to avoid billing errors For example if you play by HIPAA s rules a physician is a provider however Medicare requires that the same physician must be referred to as a supplier Even more troubling is the need to alter claims to meet specific requirements that may conflict with national standards Far from being a benign issue differing guidelines can lead to false claims with financial and even criminal implications Compliance for Coding Billing Reimbursement Second Edition A Systematic Approach to Developing a Comprehensive Program provides an organized way to deal with the complex coding billing and reimbursement CBR processes that seem to force providers to choose between being paid and being compliant Fully revised to account for recent changes and evolving terminology this unique and accessible resource covers statutorily based programs and contract based relationships as well as ways to efficiently handle those situations that do not involve formal relationships Based on 25 years of direct client consultation and drawing on teaching techniques developed in highly successful workshops Duane Abbey offers a logical approach to CBR compliance Designed to facilitate efficient reimbursements that don t run afoul of laws and regulations this resource Addresses the seven key elements promulgated by the OIG for any compliance program Discusses numerous types of compliance issues for all type of healthcare providers Offers access to online resources that provide continually updated information Cuts through the morass of terminology and acronyms with a comprehensive glossary Includes a CD ROM packed with regulations and information In addition to offering salient information illustrated by case studies Dr Abbey provides healthcare providers and administrators as well as consultants and attorneys with the mindset and attitude required to meet this very real challenge with savvy humor and perseverance

Healthcare Fraud and Abuse Introduction Manual Daniel Farb,2004 Useful for Doctors Nurses Dentists Therapists Podiatrists Osteopaths Physicians Assistants Practice Administrators Compliance Officers and all Allied Health Professionals for Medicare Medicaid and Private Insurance

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