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Document ID MDO103	Title BILLING PROCEDURES	Print Date mm/dd/yy
Revision 0.0	Prepared By name, title	Date Prepared 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

Alexandra Patricia Adams



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Table of Contents Billing Policy And Procedure Manual

1. Understanding the eBook Billing Policy And Procedure Manual
 - The Rise of Digital Reading Billing Policy And Procedure Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Billing Policy And Procedure Manual
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Billing Policy And Procedure Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Billing Policy And Procedure Manual
 - Personalized Recommendations
 - Billing Policy And Procedure Manual User Reviews and Ratings
 - Billing Policy And Procedure Manual and Bestseller Lists
5. Accessing Billing Policy And Procedure Manual Free and Paid eBooks
 - Billing Policy And Procedure Manual Public Domain eBooks
 - Billing Policy And Procedure Manual eBook Subscription Services
 - Billing Policy And Procedure Manual Budget-Friendly Options
6. Navigating Billing Policy And Procedure Manual eBook Formats
 - ePub, PDF, MOBI, and More
 - Billing Policy And Procedure Manual Compatibility with Devices
 - Billing Policy And Procedure Manual Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Billing Policy And Procedure Manual
 - Highlighting and Note-Taking Billing Policy And Procedure Manual
 - Interactive Elements Billing Policy And Procedure Manual
8. Staying Engaged with Billing Policy And Procedure Manual

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Billing Policy And Procedure Manual
- 9. Balancing eBooks and Physical Books Billing Policy And Procedure Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Billing Policy And Procedure Manual
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Billing Policy And Procedure Manual
 - Setting Reading Goals Billing Policy And Procedure Manual
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Billing Policy And Procedure Manual
 - Fact-Checking eBook Content of Billing Policy And Procedure Manual
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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