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Document ID MDO103	Title BILLING PROCEDURES	Print Date mm/dd/yy
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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 Procedure Manual

Tobias Bleicker



Billing Procedure Manual:

Law Office Policy & Procedures Manual Howard I. Hatoff, Robert C. Wert, 2006 This manual helps medium and large law firms increase productivity by providing a model manual for law office policies and procedures The book an updated and expanded version of the previous fourth edition is divided into seventeen sections covering such topics as law office organization management and administration support personnel office policies personnel policies and benefits office security and emergency procedures financial management file systems technology and communications systems The book contains numerous sample forms and documents as well as extensive bibliographies A CD containing the entire text of the manual is included allowing customization of the manual for particular user needs *Modern Typewriting and Manual of Office Procedure* Arthur E. Morton, 1919 *Medicare Hospital Manual*, 1989 **Hospital Manual** United States. Social Security Administration, 1967 *The Physician Billing Process* Deborah L. Walker, Sara M. Larch, Elizabeth W. Woodcock, 2004 Collect money owed to your practice Improve your revenue cycle by maximizing key processes for professional fee billing Written by industry experts this book is a step by step guide to billing and collection processes performance outcomes and advanced billing practices It includes case studies tools checklists resources policies and procedures to help you diagnose problems and develop plans to attain optimal financial performance Operating Policies and Procedures Manual for Medical Practices Elizabeth W. Woodcock, Bette A. Warn, 2006 This popular bestseller is an easy to use manual complete with customizable medical office policies Covering more than 100 of today's most pressing events this manual helps practice administrators and managers set procedures and policies for managing operational financial and risk issues as well as personnel disaster planning and exposure control *Health Care Financing Administration Rulings on Medicare, Medicaid, Professional Standards Review, and Related Matters* United States. Health Care Financing Administration, **Practical Guide to Experimental Design** Normand L. Frigon, David Mathews, 1996-11-28 Over the last decade Design of Experiments DOE has become established as a prime analytical and forecasting method with a vital role to play in product and process improvement Now Practical Guide to Experimental Design lets you put this high level statistical technique to work in your field whether you are in the manufacturing or services sector This accessible book equips you with all of the basic technical and managerial skills you need to develop execute and evaluate designed experiments effectively You will develop a solid grounding in the statistical underpinnings of DOE including distributions analysis of variance and more You will also gain a firm grasp of full and fractional factorial techniques the use of DOE in fault isolation and failure analysis and the application of individual DOE methods within an integrated system Each procedure is clearly illustrated one step at a time with the help of simplified notation and easy to understand spreadsheets The book's real world approach is reinforced throughout by case studies examples and exercises taken from a broad cross section of business applications Practical Guide to Experimental Design is a valuable competitive asset for engineers scientists and decision makers in many industries as well as an

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