

## Managing Medical Emergencies Policy and Procedure

[Name] Dental Practice is equipped and team members are trained to deal effectively with medical emergencies.

- All clinical and clerical staff receive annual emergency life support training and are familiar with the equipment and drugs which may be required to manage a medical emergency in the dental practice.
- There will be a minimum of two people available to deal with a medical emergency at any time in the dental practice.
- The emergency equipment and emergency drug box are stored in [location].
- The first aid kit is stored in [location].
- A medical history is taken from each new patient at their first appointment. This is checked at each routine dental appointment to ensure the details are up-to-date.

All medical emergencies are clinically managed as detailed in [give details e.g. as described in the SDCEP guidance publication 'Drug Prescribing for Dentistry'. A copy of this publication is available in every surgery] and following the procedure set out below.

[Name and deputy] are responsible for ensuring that the emergency equipment is in good working order and that the first aid kit and emergency drug box are fully stocked and up-to-date.

- Weekly checks of emergency equipment, disposable emergency equipment and emergency drugs are carried out and logged [see *Emergency Drugs and Equipment Weekly Log for details*], and any discrepancies resolved immediately.
- Emergency drugs are replaced before their expiry date.
- Oxygen cylinders are serviced and replaced in accordance with the manufacturer's current guidelines.

### Procedure

In the event of a significant medical emergency:

Responsibilities	Actions	Member of team responsible
Patient care	<ul style="list-style-type: none"> <li>➤ Assess the patient</li> <li>➤ Manage the patient according to agreed emergency clinical procedures and training</li> </ul>	[e.g. Supervising dentist or senior dental nurse]
Equipment and Drugs	<ul style="list-style-type: none"> <li>➤ Fetch emergency equipment and emergency drug box</li> </ul>	[e.g. Assisting dental nurse]
Communications	<ul style="list-style-type: none"> <li>➤ Inform Practice Manager/ Receptionist</li> </ul>	[e.g. Assisting dental nurse]
	<ul style="list-style-type: none"> <li>➤ Contact the patient's emergency contact, if unaccompanied</li> </ul>	[e.g. Practice Manager/ Receptionist]
...if an ambulance	<ul style="list-style-type: none"> <li>➤ Call for an ambulance using the 999</li> </ul>	[e.g. Practice Manager/

# Medical Billing Policies Procedures Manual Template

**Brigitte Niedzwiecki, Julie Pepper**



## **Medical Billing Policies Procedures Manual Template:**

*Operating Policies and Procedures Manual for Medical Practices* Bette A. Warn, Elizabeth W. Woodcock, 2001     *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     *Fordney's Medical Insurance and Billing - E-Book* Linda M. Smith, 2024-08-07 Gain the skills you need to succeed in insurance coding and billing Fordney s Medical Insurance and Billing 17th Edition helps you master the insurance billing specialist s role and responsibilities in areas such as diagnostic coding procedural coding HCPCs coding medical documentation billing and collection Using clear explanations this book covers all types of insurance coverage commonly encountered in hospitals physicians offices and clinics Step by step guidelines lead you through the submission of electronic claims and paper claims as well as the job search and professional advancement Written by coding specialist and educator Linda M Smith this market leading text is a complete guide to becoming an efficient insurance billing specialist NEW HCPCs Coding chapter covers ambulance billing supply billing and certificates of medical necessity NEW Content on professionalism includes customer service conflict management diversity awareness leadership and other competencies to help you become an effective engaged and highly functioning employee NEW Additional content on medical decision making helps you select the appropriate evaluation and management codes under the current documentation guidelines NEW Additional examples of CMS claims include those from Blue Shield and Automobile Insurance NEW Updates to credentialing include those specific to Medicare Medicaid and Workers Compensation Coverage of medical documentation diagnostic coding and procedural coding provides you with the foundation and skills needed to work in a physician s office as well as ambulatory and inpatient settings Coverage of the role and responsibilities of the insurance billing specialist emphasizes advanced job opportunities and certification Chapter on HIPAA compliance as well as Compliance Alerts highlight important HIPAA compliance issues and the latest regulations Step by step procedures detail common responsibilities of the insurance billing specialist and coder Key terms and abbreviations are defined and emphasized reinforcing your understanding of new concepts and terminology Color coded icons denote and clarify information rules and regulations for each type of payer Insights From The Field includes more interviews with experienced insurance billing specialists providing a snapshot of their career paths and offering advice to the new student Scenario boxes help you apply concepts to real world situations Quick Review sections summarize chapter content and also include review questions Student Software Challenge on the Evolve website allows you to practice filling out interactive CMS 1500 forms     **Kinn's The Medical Assistant - E-Book** Brigitte Niedzwiecki, Julie Pepper, P. Ann Weaver, 2019-09-24 More than any other product

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**Kinn's The Medical Assistant** Deborah B. Proctor, Brigitte Niedzwiecki, Julie Pepper, Payel Madero, Marti Garrels, Helen Mills, 2016-05-04 Comprehensive Medical Assisting begins with Kinn Elsevier's 60th Anniversary edition of Kinn's The Medical Assistant 13th Edition provides you with real world administrative and clinical skills that are essential to working in the modern medical office An applied learning approach to the MA curriculum is threaded throughout each chapter to help you further develop the tactile and critical thinking skills necessary for working in today's healthcare setting Paired with our adaptive solutions real world simulations EHR documentation and HESI remediation and assessment you will learn the leading skills of modern administrative and clinical medical assisting in the classroom Basics of Diagnostic Coding prepares

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**Plunkett's Procedures for the Medical Administrative Assistant** Heather D Ramsay,Marie Rutherford,2019-12-11 NEW Four Colour design with new art programme better illustrates current concepts and improves readability and visual appeal UPDATED Expanded coverage of healthcare plans across Canada NEW Coverage of Electronic Medical Records EMR NEW Evolve site including chapter review questions review questions videos forms and templates audio glossary and more UPDATED Reflects contemporary standards technological tools and terminology used in day to day modern health care practice NEW New and revised learning tools including learning objectives key terms assignment boxes tips critical thinking boxes and Did You Know boxes UPDATED Reflects current privacy legislation PIPEDA and changes to provincial and territorial Freedom of Information acts NEW Chapter order and comprehensive Table of Contents

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Medical Billing & Coding For Dummies Karen Smiley, 2024-09-24 The essential guide for medical billing professionals updated for ICD 11 standards Medical Billing Coding For Dummies will set you up for success in getting started as a medical biller and coder To ensure data accuracy and efficient data processing medical offices

need professionally trained coders to handle records This book provides prospective allied health professionals with everything they need to know to get started in medical billing and coding as a career In addition to an introduction to the basics of medical coding you ll get information on how to find a training course meet certification requirements and deal with government agencies and insurance companies Learn about the standard practices in the medical billing industry and get up to speed on the ethical and legal issues you re likely to face on the job This accessible guide is a great entry point and a great refresher for anyone interested in the medical billing and coding profession Get a primer on your career options in the field of medical billing Learn coding practices for telehealth viral outbreaks and other emerging issues Update your knowledge of the changes between ICD 10 and ICD 11 coding systems Find training programs and explore your options for certification This Dummies guide is an accessible entry point for prospective professionals looking get a jump on their new career and current professionals intent on staying up to date in this flexible and growing field *Program Operations Manual System* United States. Social Security Administration. Office of Operational Policy and Procedures,1981 **Health Care Financing Administration Rulings on Medicare, Medicaid, Professional Standards Review, and Related Matters** United States. Health Care Financing Administration, **Reference Guide for Medicare Physician & Supplier Billers** ,2004

*Community and Nurse-Managed Health Centers* Donna L. Torrissi,2005-06-03 Designated a Doody s Core Title Winner of an AJN Book of the Year Award A National Nursing Centers Consortium Guide This book provides a step by step guide to starting and sustaining a community health center with an emphasis on nurse managed centers The authors share their firsthand knowledge with readers including information on developing a mission statement pulling together an advisory board writing a business plan and getting funding The process for obtaining Federally Qualified Health Center Status and thus federal funding is described Of great value is the book s Appendix which provides very useful examples They include sample bylaws a full policy and procedure manual physician and nurse practitioner collaborative agreements job descriptions a contract with a local agency and outcome and assessment guidelines Donna Torrissi is the founder of The Family Practice and Counseling Network in Philadelphia which provides primary health services to public housing residents Tine Hansen Turton is the Executive Director of the National Nursing Centers Consortium For Further Information Please Click Here

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**Federal Register** ,2000-06-12 *Intensity Modulated Radiation Therapy* Arno J. Mundt,John C. Roeske,2005 Presents the technical aspects of IMRT and the clinical aspects of planning and delivery The volume explores a practical approach for radiation oncologists and medical physicists initiating or expanding an IMRT program the fundamental biology and physics of IMRT a site by site review of IMRT techniques with clinical examples and reviews of published outcome studies **Capstone Billing Simulation** Susan M. Sanderson,2005

CODE BLUE TO CODE AI SUDHANSHU TONPE,2024-08-23 The unique selling proposition USP of Code Blue to Code AI lies in its comprehensive exploration of the transformative impact of artificial intelligence AI on the healthcare industry Authored by Dr Sudhanshu Tonpe the book stands out by Expertise Dr Tonpe an accomplished radiologist brings his firsthand experience and insights to provide an authoritative perspective on the integration of AI in healthcare Holistic Coverage The book covers various facets including medical diagnostics drug discovery patient engagement and the collaboration between AI and healthcare professionals offering a well rounded understanding of the subject Real world Examples By incorporating real world case studies and examples the book bridges the gap between theory and practical application making the content relatable and insightful Accessible Language Dr Tonpe communicates complex concepts in a clear and accessible language making the book suitable for both healthcare professionals and a broader audience interested in the intersection of medicine and AI Current Relevance Given the dynamic nature of healthcare and AI the book is likely to address contemporary issues and trends keeping the content relevant and up to date In essence Code Blue to Code AI offers a unique blend of expertise comprehensive coverage practical examples and accessibility making it a valuable resource for

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