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Medical Office Policies & Procedures Supplement

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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
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.

Medical Billing Policy And Procedure Manual Sample

Elizabeth W. Woodcock, Bette A. Warn



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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 todays 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 *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 polices 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 *Coding and Documentation Compliance for the ICD and DSM* Lisette Wright,S. M. Tobias,Angela Hickman,2017-01-12 Coding and Documentation Compliance for the ICD and DSM provides professionals professors and students with a logical and practical way of understanding a difficult topic in healthcare for the clinician coding Established professionals will find the tools they need to comply with the ICD series HIPAA and integrated care models Professors and students will appreciate having a systemized standardized approach to teaching and learning the more complex aspects of ICD compliance The interplay between the ICD and DSM manuals is also explicated in clear terms **Policy and Procedures Manual for Governing Board Members** United States. Health Services Administration. Bureau of Community Health Services,1978 *Insurance Handbook for the Medical Office - E-Book* Marilyn Fordney,2014-08-27 A complete guide to insurance billing and coding Insurance Handbook for the Medical Office 13th Edition covers all the plans that are most commonly encountered in clinics and physicians offices Its emphasis on the role of the medical insurance specialist includes areas such as diagnostic coding procedural coding Medicare HIPAA and bill collection strategies Learning to fill in the claim form accurately is made easier by the use of icons for different types of payers lists of key abbreviations and numerous practice exercises This edition provides the latest on hot topics such as ICD 10 healthcare reform the new CMS 1500 form and electronic claims Trusted for more than 30 years this proven reference from Marilyn Fordney prepares you to succeed as a medical insurance professional in any outpatient setting Emphasis on the business of running a medical office highlights the importance of the medical insurance specialist in filing clean claims solving problems and collecting overdue payments Key terms and key abbreviations are defined and emphasized reinforcing your understanding of new concepts and terminology Detailed tables boxes and illustrations call out key points and main ideas Unique Color coded icons clarify information rules and regulations for different payers An Evolve companion website

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Insurance Handbook for the Medical Office Marilyn Fordney, 2013-01-01 A complete guide to insurance billing and coding Insurance Handbook for the Medical Office 13th Edition covers all the plans that are most commonly encountered in clinics and physicians offices Its emphasis on the role of the medical insurance specialist includes areas such as diagnostic coding procedural coding Medicare HIPAA and bill collection strategies Learning to fill in the claim form accurately is made easier by the use of icons for different types of payers lists of key abbreviations and numerous practice exercises This edition provides the latest on hot topics such as ICD 10 healthcare reform the new CMS 1500 form and electronic claims Trusted for more than 30 years this proven reference from Marilyn Fordney prepares you to succeed as a medical insurance professional in any outpatient setting Emphasis on the business of running a medical office highlights the importance of the medical insurance specialist in filing clean claims solving problems and collecting overdue payments Key terms and key abbreviations are defined and emphasized reinforcing your understanding of new concepts and terminology Detailed tables boxes and illustrations call out key points and main ideas Unique Color coded icons clarify information rules and regulations for different payers An Evolve companion website enhances learning with performance checklists self assessment quizzes and the Student Software Challenge featuring cases for different payer types and an interactive CMS 1500 form to fill in A workbook contains learning tips practice exercises for key terms and abbreviations review questions study outlines performance objectives a chapter with practice tests and critical thinking activities for hands on experience with real world cases Available separately Updated coverage of key health insurance topics includes HIPAA compliance the HITECH Act health reform of 2010 electronic health records electronic claims ICD 10 NUCC standards Physician Quality Reporting System PQRS Incentive Program Meaningful Use and CPT 2013 Updated ICD 10 coding information prepares you for the October 2014 ICD 10 implementation date Updated content on claim forms includes block by block explanations and examples for the new CMS 1500 Claim Form Updated guidelines for the filing and submission of electronic claims include sample screenshots and prepare you for the future of the medical office Saunders Essentials of Medical Assisting -

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