

MANUAL DOWNTIME PROCEDURES

Should any of the critical information systems experience downtime we will revert to manual procedures for capturing data, accessing data from manual files, and updating patient records. We will use manual processes until the relevant systems are operational, at which time the systems will be updated to reflect any manual processes that occurred.

Manual forms to be kept and used in the event of downtime include:

- Claim Forms
- Deposit Logs
- EOB Files
- Encounter Form Files
- Conversation Notes

For certain systems, operational failure requires the discontinuance of any activities that are dependent on the system. The day to day services at MBA will continue in the absence of these activities for system failures lasting less than 48 hours. Should the system failure extend beyond 48 hours, alternative means will be implemented by the management. Systems falling under this category include:

- Phone System
- Voicemail System
- Linux Web Server
- QuickBooks Accounting Software

Medical Billing Policy And Procedure Manual Sample

Elizabeth W. Woodcock, Bette A. Warn



Medical Billing Policy And Procedure Manual Sample:

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 *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 *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 **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

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Medical Billing & Coding For Dummies Karen Smiley, 2019-11-08 The definitive guide to starting a successful career in medical billing and coding With the healthcare sector growing at breakneck speed it s currently the largest employment sector in the U S and expanding fast medical billing and coding specialists are more essential than ever These critical experts also known as medical records and health information technicians keep systems working smoothly by ensuring patient billing and insurance data are accurately and efficiently administered This updated edition provides everything you need to begin and then excel in your chosen career From finding the right study course and the latest certification requirements to industry standard practices and insider tips for dealing with government agencies and insurance companies Medical Billing Coding For Dummies has you completely covered Find out about the flexible employment options available and how to qualify Understand the latest updates to the ICD 10 Get familiar with ethical and legal issues Discover ways to stay competitive and get ahead The prognosis is good get this book today and set yourself up with the perfect prescription for a bright secure and financially healthy future *Kinn's Medical Assisting Fundamentals - E-Book* Brigitte Niedzwiecki, 2021-10-21 Master the clinical and administrative competencies you need to succeed as a Medical Assistant Kinn s Medical Assisting Fundamentals 2nd Edition covers the administrative and clinical knowledge skills and procedures that are essential to patient care A reader friendly approach and focus on foundational content including medical terminology anatomy and physiology basic math calculations and soft skills provide a solid foundation for the key skills and procedures at the heart of Medical Assisting practice An applied learning approach organizes content around realistic case scenarios The 2nd edition adds coverage of

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