HACKETTSTOWN COMMUNITY HOSPITAL

Originator: N. Del Plato, RN
Revised by: N. DelPlato, RN

HEALTHSTART
(Scope)

TITLE: **BILLING - DAILY**

PURPOSE: To Track services provided to HealthStart clients in order to facilitate reimbursement from insurance companies.

CONTENT: PROCEDURE: KEY POINTS:

A. For All Clients

1. Stamp "Providers HealthStart Billing" form with addressograph.

2. Indicate service date next to service being billed.

3. Circle provider's name.

4. Bill initial or subsequent provider visit.

5. Bill prenatal or postpartum hospital visit.

6. Bill HealthStart support services as indicated.

7. Complete Insurance information

8. Document on the billing master on HealthStart Record.

9. Bring completed forms to the Patient Business Office.

B. Communicate insurance information with Hackettstown Community Hospital Billing Department in the following way:

1. Log in to Affinity System- HealthStart.

2. Click on note enter/edit.

3. Enter patients name.

4. **Highlight** Mother Account (1st account for current pregnancy).

5. Click on OK.

6. Click on ADD.

7. Enter "T" as date.

8. Click on Edit.

9. Type in insurance information. For Medicaid, include date effective and number. For HMO clients include effective and termination date, precertification number, name of person providing precertification and

services that are covered. Include precertifications for additional services as needed.

10. Click on "Exit Edit Mode"

11. Click on ADD

12. File using user code.