

Section: Division of Nursing

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PROCEDURE

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Approval: _____

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HACKETTSTOWN COMMUNITY HOSPITAL

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HEALTHSTART

(Scope)

TITLE: BILLING - MONTHLY PROVIDER

PURPOSE: To track services provided to HealthStart Clients in order to reimburse medical care providers.

CONTENT: PROCEDURE:

KEY POINTS:

1. Review Labor and Delivery logbook and list each HealthStart Client seen and the reason for being seen.
2. Transcribe above information into clients HealthStart chart. Contact insurance company to verify Bill services as they are transcribed and record on billing master. precertification numbers for those patients with HMO's anytime an out patient procedure or admission other than delivery.
3. Complete Hackettstown Hospital Provider billing form for each patient, who has delivered, in the following way:
 - a. Stamp form with addressograph.
 - b. Record date of service.
 - c. Review patient's chart including laboratory record and narrative to be sure all services have been billed and recorded on the billing master in the HealthStart chart. Any services not already recorded as billed must be done now.
4. Send completed billing forms to the Patient Billing Office.
5. Complete "Monthly Billing for HealthStart Providers" form in the following way:
 - a. List each patient delivering during the month under the correct provider.
 - b. Record provider fee to be paid to them based on fee schedule agreed upon.
 - c. Refer to HealthStart spreadsheet for additional services provided and record on Monthly Provider Billing Form in the following way:
 1. **Highlight** patients listed as having final bill completed during the month.
 2. Record provider fees on billing form under "procedure" column.
 3. Deduct 10% billing fee.
 - 4.
 - d. Xerox three copies of form, and distribute in the following way:
 1. Original goes to OB Manager.
 2. Cut one Xerox and give each provider a copy of their data along with their section of HealthStart spreadsheet.

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3. One copy to financial manager
4. One copy to be filed with Healthstart billing records.