

**HACKETTSTOWN MEDICAL CENTER
PHYSICAL/OCCUPATIONAL THERAPY PROCEDURE MANUAL
BILLING PHYSICAL THERAPY CHARGES**

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Effective Date: July, 1984
Cross Referenced:
Reviewed Date: 09/12, 03/16
Revised Date:

Policy No: 5200-3.001/5300-3.001
Origin: Physical/Occupational Therapy
Authority: Therapy Services Manager
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PURPOSE

A billing system is necessary to ensure patients are billed for correct treatments. The hospital needs its reimbursement for services in a timely manner. Daily billing will assist with this.

PROCEDURE

Inpatients

1. All charges for inpatients will be posted in HIS at end of recorded note for that session.
2. Appropriate treatments are checked in the billing section of the note.
3. All charges are to be posted by the therapist who documents the session.

Outpatients

1. All charges for inpatients will be posted in HIS by ordering services performed that day.
2. Appropriate treatments are checked on the billing menu.
3. All charges are to be posted by the therapist who documents the session.
4. The charges are to be posted daily.
5. All charges are to be consistent with documentation of session.