



5 BIGGEST MISTAKES
OF A NEW
INSURANCE
COORDINATOR &
HOW TO AVOID
THEM

|
Free Guide

THE WYRICK OUTLOOK, INC



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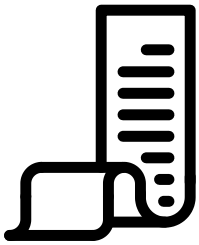


Not Verifying all Information Needed

Don't rely on fax backs or online information. It's best to verify policies over the phone with a representative.

Quoting Inconsistently

Although a lengthy process, submitting pre-determinations may help your new insurance coordinator understand how much specific insurances will pay. That is, until they're up to speed.

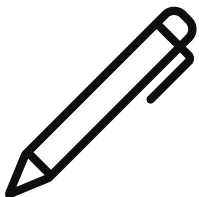


Not Following up Fast Enough

We get it, insurances take time, and it's normal to feel overwhelmed. We advise following up on initial claims within 2 weeks of submitting to confirm receipt that the insurance company has the claim.

Not Keeping Patients in the Loop

Patients need to understand what's going on with their insurance. Give updates to patients at appointments or via letters when a policy is delaying payment, denying payment or terminated.



Staying Organized

We advise to have a separate calendar (or asana!) to note when it's recommended by the insurance company to follow up in regards to a specific claim.

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