



5 STEPS FOR
SUCCESSFUL
WORK IN
PROGRESS BILLING

|
Free Guide

THE WYRICK OUTLOOK, INC



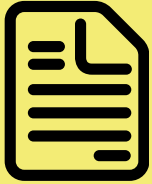
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1.) Create a claim with new insurance info

On this claim include the following:

- Total treatment cost
- Original banding date
- Total months of treatment & months remaining
- Monthly charges
- Effective date of new plan
- & the words "work in progress"

2.) Print copies of prior coverage

Save the time and print out the last EOB from any prior coverage for this phase of treatment. On that EOB, write that particular policies lifetime maximum, co-insurance, amount your office received, and the termination date.



3.) Include a letter on letterhead

Always include a letter on office letterhead that explains the situation. This letter should include that you are billing for work in progress, and prior coverage details including termination date.

4.) Scan into patients chart and mail

Scan all documents into patients chart so you can refer back to for future follow-up calls to the insurance. Always submit work in progress claims via snail-mail.



5.) Follow up within 2 weeks

Regular follow-up on work in progress claim is crucial to having your claim be processed as quickly as possible. Set a reminder to follow up within 2 weeks to confirm receipt of work in progress claim.

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