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MARILYN T. FORDNEY

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Marilyn Fordney



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at first mention explained within the context of the discussion and defined in the glossary Separate chapters on Electronic Data Interchange and HIPAA Compliance and Privacy in Insurance Billing provide essential knowledge of electronic claims filing informing you of submission guidelines used in the majority of medical offices today Icons clearly identify each insurance payer with a specific color and graphic making specific information easy to locate Compliance features located at appropriate points throughout most chapters offer tips to ensure compliance with correct billing and coding practice particularly HIPAA and OIG A separate chapter on documentation in the medical office describes how proper documentation can prevent penalties and refund requests and help you prove compliance in the case of an audit or review Detailed examples and samples of completed insurance forms show you how to apply knowledge in the real world Emphasis on the business of running a medical office highlights the importance of the medical insurance specialist s role in filing clean claims solving problems that do occur and collecting overdue payments Service to Patient feature throughout the chapters focuses on ways to provide quality service to the patient as well as your co workers All content has been reviewed by industry experts and meticulously updated to reflect recent changes in insurance claim filing In addition to the list of key terms at the beginning of each chapter a separate list of key abbreviations clarifies common terms identified in the field primarily by their abbreviations Key points at the end of each chapter briefly summarize important chapter content to help you better understand the subject matter

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