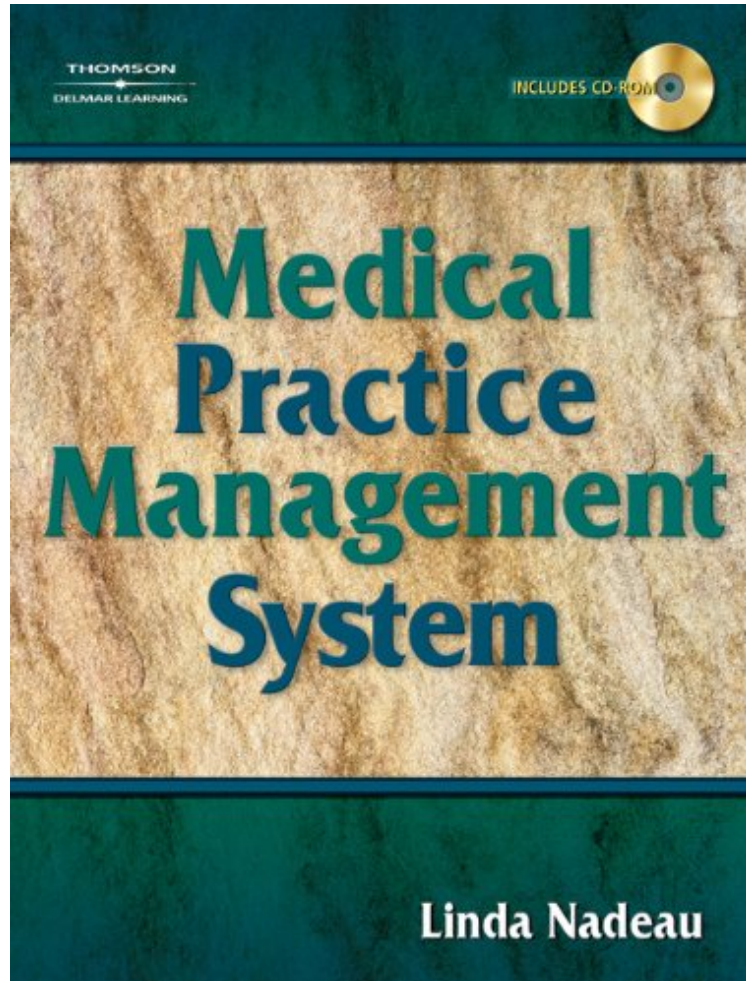


[Read free ebook] Medical Practice Management System

Medical Practice Management System

Linda Nadeau

audiobook / *ebooks / Download PDF / ePub / DOC



[Download](#)

[Read Online](#)

#3409341 in Books Cengage Learning 2007-02-27 Original language: English PDF # 1 .69 x 8.84 x 12.191, 2.20 Binding: Plastic Comb 480 pages | File size: 45.Mb

Linda Nadeau : Medical Practice Management System before purchasing it in order to gauge whether or not it would be worth my time, and all praised Medical Practice Management System:

A medical office will be more successful if it has a strategy in place that will enhance health outcomes, increase patient satisfaction, and add value to the health care product being delivered. This system will help you formulate procedures and policies to put you and your practice on a path to success. The Medical Practice Management System is a tool for you, the office administrator or medical office administration student, to begin preparing and enhancing your office's strategy for the future. By utilizing this system, you will walk through writing a business plan, setting employment standards, coordinating facility operations, and implementing HIPAA policies. Also, the Medical Practice

Management System is a dynamic way to learn the policies and procedures that are used in the medical office, emphasizing the importance of having policies in place and the considerations that go into developing those policies.

SECTION 1: BUSINESS PLATFORM CHAPTER 1: THE BUSINESS PLAN Elements Preparation Guidelines Layout Financial Plan Approaching Banks and Investors Summary **CHAPTER 2: CREDENTIALING** Individuals **CHAPTER 3: HIPAA** (Health Insurance Portability Accountability Act) Elements Guidelines Regulations Business Associates Organizations **CHAPTER 4: EMPLOYMENT STANDARDS** Employee Application Employment at Will Work Day and Work Week Security **CHAPTER 5: EMPLOYEE CONDUCT** Delegation of Authority Disciplinary Actions Sexual Harassment Alcohol and Drugs Personal Appearance **CHAPTER 6: EMPLOYEE COMPENSATION** Full Time Employees Job Classifications, Pay Grades, and Salary Ranges Employee Evaluations Benefits **CHAPTER 7: EMPLOYMENT LEAVES** Voluntary Separation Family and Medical Leave Act Leave of Absence **CHAPTER 8: STAFF MEETINGS** Communication Administrative Reporting **CHAPTER 9: FACILITY OPERATIONS** Facility Business Policy Notifications **CHAPTER 10: FACILITY ENVIRONMENTAL GUIDELINES** General Office Guidelines Back End Guidelines Laboratory Guidelines CLIA Guidelines OSHA Guidelines Fire Safety Plan **SECTION 2: PATIENT MANAGEMENT CHAPTER 11: TELEPHONE MANAGEMENT** Front Desk Guidelines Patient Communication and Messaging Facsimile Transmissions **CHAPTER 12: APOINTMENT SYSTEMS** Allotments Capacity Categories Scheduling Effective Systems **CHAPTER 13: REGISGTRATION SCHEDULING** New Patient Registration Insurance Verification Appointment Confirmation Appointment Arrival Appointment Hurdles Cancellations and No-Shows Recall System **CHAPTER 14: PATIENT CONSENT AND DISCLOSURE** Consent for Purposes of Treatment, Payment and Healthcare Operations Authorization for Use or Disclosure of Protected Health Information Patient Rights Notice of Privacy Practices **CHAPTER 15: PATIENT VISITS** Arrival Medical Record Check In Patient Preparation Orders for Treatment Patient Notification Check Out Next Day's Office Visits **CHAPTER 16: PHARMACEUTICALS** Medication Storage Controlled Substances Sample Medications Prescription Refills Packaged Devices **CHAPTER 17: MEDICAL RECORDS** Confidentiality Maintenance of Medical records Medical Record Narrative Report Subpoenas Release of Information Records Retention and Destruction Preventative and Ambulatory Survey **CHAPTER 18: QUALITY IMPROVEMENT** Quality Improvement Plan Emergency Protocol Physician Called Away Incident Reporting Change of Care **SECTION 3: BILLING OPERATIONS CHAPTER 19: PATIENT FINANCIAL LIABILITY** Patient Financial Policy Time of Service Financial Liability Payment Arrangements Economic Hardship **CHAPTER 20: SCHEDULED FEE PROGRAMS** CHAMPUS - CHAMPVA Chronically Ill and Disabled Children Laptook Medical Advocacy Services for Healthcare, (MASH) Medicaid Medicare **CHAPTER 21: REIMBURSEMENTS** Payment Posting Charge Posting Deposits Third Party Billing **CHAPTER 22: COLLECTIONS, EDITS, and WRITE-OFFS** Patient Collections Insurance Collections Scheduled Fee Denials Bad Debt Write-Off and Recovery Deceased Patient's Estate Collection

About the Author Linda Nadeau is an experienced manager in developing methodologies for efficient and timely reimbursement of Medicaid, Medicare, Managed Care, and Indemnity Insurance for multi-specialty environment. She has over twenty years experience in medical office practice management including implementation of compatible billing systems and procedures for multi-institution and multi-payor environments, managing large staffs including associate doctors, administrative and billing personnel. She has been responsible for the application of accounting systems and procedures to such functions as A/R, A/P, posting of entries to journals and ledgers, reconciliation of accounts, preparation of regular and special financial reports, statements and documents.