

Detected outside of hours of operation:

- If immediate action is necessary, arrangements should be made to contact the Systems Administrator, or another manager, who will contact the appropriate authorities and take any necessary steps to secure the premises until a complete evaluation of the damage can be made.
- In all instances, follow-up reports should be made to the Systems Administrator.

ROUTINE DESTRUCTION OF PROTECTED HEALTH INFORMATION

- All documents containing protected health information should be separated from regular trash and destroyed either by shredding or burning.
- When damaged, defective, or obsolete, all disks, tapes or any other storage medium containing PHI should be either erased or destroyed.

REPAIR AND ACCESS TO COMPUTER EQUIPMENT

- Access to equipment containing PHI by any service technician should kept to them minimum duration necessary to accomplish the desired job.
- Access to equipment by non-MBA personnel should be supervised or restricted to prevent inappropriate access to PHI.
- All non-MBA personnel should understand and sign a Second Tier Business Associate Agreement.

SECURING THE PREMISES

- All employees are responsible for closing and locking their window at the end of the day.
- After regular business hours, every employee should confirm that the front door to the office is locked as they leave the building.
- The side door is to remain locked at all times. The Systems Administrator will confirm daily.
- Upon termination of any employee for any cause, the pass code to the front door will be changed.
- The pass code to the front door will only be given to those employees whose schedule necessitates access before or after regular business hours.
- The pass code to the front door is only to be given out by a member of the management team. Any further dissemination is considered misconduct.

WORKSTATION USE

- Computers should be configured so that a screen saver appears when monitors are idle for 15 minutes. A password will be needed to return.

RECORD HANDLING

- Confidential records should not be left in a conspicuous location.
- All employees should pro-actively gather unattended records and return them to a secured area.

Medical Billing Policy And Procedure Manual

Marilyn Takahashi Fordney



Medical Billing Policy And Procedure Manual:

Insurance Handbook for the Medical Office - E-Book Marilyn Fordney, 2014-08-27 A complete guide to insurance billing and coding Insurance Handbook for the Medical Office 13th Edition covers all the plans that are most commonly encountered in clinics and physicians offices Its emphasis on the role of the medical insurance specialist includes areas such as diagnostic coding procedural coding Medicare HIPAA and bill collection strategies Learning to fill in the claim form accurately is made easier by the use of icons for different types of payers lists of key abbreviations and numerous practice exercises This edition provides the latest on hot topics such as ICD 10 healthcare reform the new CMS 1500 form and electronic claims Trusted for more than 30 years this proven reference from Marilyn Fordney prepares you to succeed as a medical insurance professional in any outpatient setting Emphasis on the business of running a medical office highlights the importance of the medical insurance specialist in filing clean claims solving problems and collecting overdue payments Key terms and key abbreviations are defined and emphasized reinforcing your understanding of new concepts and terminology Detailed tables boxes and illustrations call out key points and main ideas Unique Color coded icons clarify information rules and regulations for different payers An Evolve companion website enhances learning with performance checklists self assessment quizzes and the Student Software Challenge featuring cases for different payer types and an interactive CMS 1500 form to fill in A workbook contains learning tips practice exercises for key terms and abbreviations review questions study outlines performance objectives a chapter with practice tests and critical thinking activities for hands on experience with real world cases Available separately Updated coverage of key health insurance topics includes HIPAA compliance the HITECH Act health reform of 2010 electronic health records electronic claims ICD 10 NUCC standards Physician Quality Reporting System PQRS Incentive Program Meaningful Use and CPT 2013 Updated ICD 10 coding information prepares you for the October 2014 ICD 10 implementation date Updated content on claim forms includes block by block explanations and examples for the new CMS 1500 Claim Form Updated guidelines for the filing and submission of electronic claims include sample screenshots and prepare you for the future of the medical office

[Insurance Handbook for the Medical Office](#) Marilyn Fordney, 2013-01-01 A complete guide to insurance billing and coding Insurance Handbook for the Medical Office 13th Edition covers all the plans that are most commonly encountered in clinics and physicians offices Its emphasis on the role of the medical insurance specialist includes areas such as diagnostic coding procedural coding Medicare HIPAA and bill collection strategies Learning to fill in the claim form accurately is made easier by the use of icons for different types of payers lists of key abbreviations and numerous practice exercises This edition provides the latest on hot topics such as ICD 10 healthcare reform the new CMS 1500 form and electronic claims Trusted for more than 30 years this proven reference from Marilyn Fordney prepares you to succeed as a medical insurance professional in any outpatient setting Emphasis on the business of running a medical office highlights the importance of the medical insurance specialist in filing clean claims

solving problems and collecting overdue payments Key terms and key abbreviations are defined and emphasized reinforcing your understanding of new concepts and terminology Detailed tables boxes and illustrations call out key points and main ideas Unique Color coded icons clarify information rules and regulations for different payers An Evolve companion website enhances learning with performance checklists self assessment quizzes and the Student Software Challenge featuring cases for different payer types and an interactive CMS 1500 form to fill in A workbook contains learning tips practice exercises for key terms and abbreviations review questions study outlines performance objectives a chapter with practice tests and critical thinking activities for hands on experience with real world cases Available separately Updated coverage of key health insurance topics includes HIPAA compliance the HITECH Act health reform of 2010 electronic health records electronic claims ICD 10 NUCC standards Physician Quality Reporting System PQRS Incentive Program Meaningful Use and CPT 2013 Updated ICD 10 coding information prepares you for the October 2014 ICD 10 implementation date Updated content on claim forms includes block by block explanations and examples for the new CMS 1500 Claim Form Updated guidelines for the filing and submission of electronic claims include sample screenshots and prepare you for the future of the medical office

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