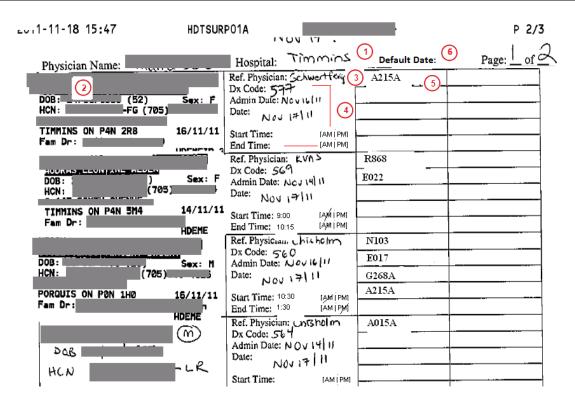
MDBilling.ca – Anesthesia Billing Sheet

How to Complete

Orientation



- HOSPITAL NAME please write anywhere along the border of the billing sheet. Abbreviations of the hospital name is sufficient (ex/ THC for Trillum).
- 2 PATIENT INFORMATION insert hospital sticker here. If your hospital uses stamps, ensure the ink is dark enough and legible before faxing to us.
- 3 REFERRING MD NAME or PROVIDER NUMBER

Enter the referring physician's name either in full or initial + last name (ex/ Jane Doe or J. Doe). MDBilling.ca will store the referring physician name with the associated provider number. Our system will build a database allowing you in the future to find the referring provider number through the physician's name.

- 4 OTHER PERTINENT INFORMATION
 - Dx Code: Diagnosis code. Required for most consults. Three digits.
 - Admin date: Date of admission. Required for some consults.
 - Date: Date of service performed. It will override the Default Date.
 - Start/ End time: Our software will automatically calculate the Time Units and add the Basic Units based on the start and end time. Ensure you select AM or PM.

- 5 SERVICE CODES
 - Code suffix is not required. Example: Either R868 or R868 <u>C</u> can be used.
 - Apply the "A" suffix when using Consults, Assessments, or Procedures. Our software will need to determine non-time units codes. Ex/ A015A, G268A
- 6 DEFAULT DATE
 - Service date to be used for all patient in the sheet
 - If service date found in the claim, it will override the default date.

Printing

Bar Codes & Optical Character Recognition (OCR)

You will notice bar codes at the bottom of the sheets:

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Ensure these are printed correctly. Faxing or scanning may tilt the image by a few degrees. Our software needs to use the bar codes to identify the billing sheet and calibrate the image for accurate OCR data capture.