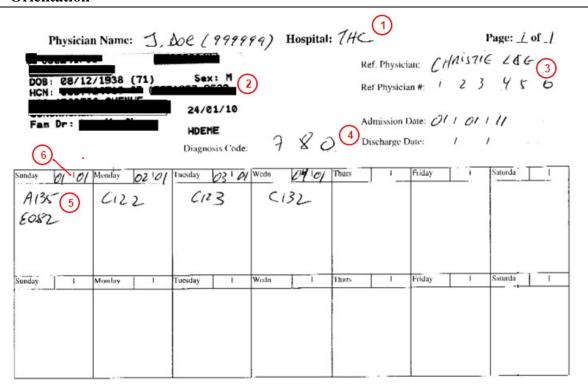
# Internal Medicine Billing Sheet

How to Complete - Inpatients Week format

#### Orientation



- HOSPITAL NAME please write anywhere along the border of the billing sheet. Abbreviations of the hospital name is sufficient (ex/ THC for Trillum).
- 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
  - Diagnosis Code: Required for most consults. Three digits.
  - Admin date: Date of admission. Required for some consults.
  - Discharge Date (optional)



Code suffix is not required. Example: Either A135 or A135A can be used.

Apply the "C" suffix when using Anesthesia codes. Our software will need to determine an anesthesia vs. procedure code.



### **Printing**

## Bar Codes & Optical Character Recognition (OCR)

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

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.

## \*\* Assessments and Premiums Rules \*\*

To maximize revenue and prevent rejections, remember the following rules for GIM assessments and premiums:

- 1) Non-admitted patients (ie/ does not have an admission date registered)
- -A135 + K9xx premium.
- 2) Admitted patients
- -A135 + C9xx premium
- Your claim will be rejected if you perform a  $\underline{C}135$  (non emergency assessment) with either K9xx or C9xx premium.
- 3) Assessment of admitted patients but not claiming a premium
- C13x is fine.
- 4) If you admit the patient.
- Claim the E082 premium.
- Include the admission date, or the claim will be rejected.
- 5) Travel Premiums
- If you claim a travel premium, you must accompany with a special visit premium.
- Example: K963 needs to be paired with K998.