

# Internal Medicine & Specialties Billing Sheet

How to Complete - Multiple Dates per Patient format

## Orientation

Physician Name: _____		① Hospital: NYGH		Page: ___ of ___	
		SERVICE CODE	DATE		
MRN = _____ ② FIN = _____ _____ _____ 55 Years _____ Med/Surg Clinic _____	Ref. Physician:	A133 ⑥	15/12/2015 ⑦		
	Tomlin, J. ③		/ /		
	Dx Code:		/ /		
	739 ④		/ /		
	Admin Date:		/ /		
15/12/2015 ⑤			/ /		
MRN = _____ FIN = _____ _____ _____ 84 Years _____ Med/Surg Clinic _____	Ref. Physician:	A133	15/12/15		
	<del>Ag</del> Anastopoulos	E078	15/12/15		
	Dx Code:		/ /		
	402		/ /		
	Admin Date:		/ /		
15/12/2015			/ /		
MRN = _____ FIN = _____ _____ _____ 23 Years _____ Med/Surg Clinic _____	Ref. Physician:	A133	15/12/15		
	Brian		/ /		
	Dx Code:		/ /		
	724		/ /		
	Admin Date:		/ /		
15/12/2015			/ /		

① HOSPITAL NAME – Please write the hospital name anywhere along the border of the billing sheet. Abbreviations of the hospital name are sufficient (ex/ NYGH for North York General Hospital).

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 DX CODE - Diagnosis code. It is required for most consults (Three digits).

⑤ ADMIN DATE - Date of admission. It is required for some consults.

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#### SERVICE CODES

- Code suffix is not required. Example: Either A135 or A135A can be used.
- Apply the “B” suffix when using Surgical Assistant codes and the “C” suffix when using Anesthesia codes. Our software will need to determine an anesthesia/surgical assistant vs. procedure code.

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SERVICE DATE – Enter service date for each line. Allow multiple service dates for each patient.

### 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, for example, assessments and premiums:

- 1) Non-admitted patients (i.e. 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 C135 (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.