



precision medical billing

AUDIT PROCESS

Welcome!

We here at PMB just want to say thank you for entrusting us to perform a revenue recovery project for your company. We are here to help you.

We have designed the revenue recovery process to be as simple for you as possible. Because of technology, we are able to perform our responsibilities from our office. We will not have to come to your office. Everything will be done by your patient list that you provide to us and by us accessing the DDE/FISS system.

The following items are needed to begin the revenue recovery process for your agency.

1. Sign the PMB Audit Contract completed with:
 - Agency Legal Name
 - PTAN (Provider #)
 - NPI (National Provider Identifier)
 - Tax ID #

2. Patient list of all Medicare patients with dates of service beginning **INSERT DATE** through **INSERT DATE**.

Include their:

- First and Last Name
 - Medicare/HIC #
 - Admission Date
 - Discharge Date
3. Sign the necessary MAC DDE/EDI paperwork authorizing PMB to access your patient information on DDE/FISS.

Optional:

Getting authorization from the MAC may take up to 30 days, in some cases. If you want PMB to get started sooner, you may give us your ID and password for DDE/FISS below:

ID _____ Password _____

Once PMB has attained access into the DDE/FISS system, PMB will find your lost money that is due to you. PMB will submit an audit disclaimer asking you to tell us of any patients you may not want us to research so we will not submit them with our audit report. After the claims are found, we will submit to you an audit report with all of the patient's information including HIC# and the specific episodic period that was either not paid at all or paid incorrectly. You will then look over the report and tell us what is to be billed by indicating your desire for the claim on the audit report itself or by submitting a UB04 claim form or a PMB claim form, whichever you prefer. Then, "Let the billing begin!" **Note: Whether you bill the claim, PMB, or any other party bills the claim, you will be invoiced by PMB once that claim is paid.** PMB will invoice you on a monthly basis based on which claims have been paid. Once all the claims have been paid and you have received your final invoice and it has been paid, PMB will submit to you a summary letter of the total revenue findings for your audit.

Hopefully, this will be just the beginning of our business relationship, as PMB will send you annual postcard reminders for us to pick up where we left off to give you your free, no upfront charge revenue recovery "check up" to make sure you didn't missed anything. PMB has never done a revenue recovery and **NOT** found anything! Don't you just love WIN.....WIN situations?

Again, we really want to say thank you for allowing us to be a part of your team.

If you have any questions, please do not hesitate to give us a call or email at the information below:

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Joyfully,

Audit Department
Precision Medical Billing