

Executive Billing Solutions

Operational Procedures & Schedule

New Patient Submission

Completed daily, or as otherwise specified by Provider, Nightly Uploads to Clearinghouse

Reimbursement Follow-Up

30 days, and every 15 days thereafter
After 75 days, once per week until Conclusion

Reports and Information

As specified by the doctor
(Weekly, Bi-weekly, or Monthly)

Responsibilities

Live Operators Available 8:00a.m. -6:00p.m.

Primary & Secondary Insurance Billing

Insurance Carrier Follow-up

Insurance Verification

Patient Account Reconciliation

Patient Statements

Patient Account Collections

Patient Record Maintenance

Monthly Billing Statement

Payment Cycle

Twice per Month

Please feel free to call our office where a helpful representative will be happy to answer any questions you have about our operational procedures & schedule.

480-899-6650