

Executive Billing Solutions

Daily Paperwork Submission Requirements

New Patient Submission

New Patient Information Sheet

Diagnosis Codes

Copy of Patient's Insurance Card (Front and Back)

Name of Assigned Doctor for Patient (If applicable)

Daily Submissions

Completed Superbill or Daily Encounter
Form with Correct Procedure Codes

All Patient Payments Received

(Co-Pays, Paid Deductibles, and Balances Received)

AS Paperwork Arrives to Your Office

Copies of Patient E.O.B.'s

Updated Patient Information (vital and insurance)

Please feel free to call our office where a helpful representative will be happy to answer any questions you have about your daily paperwork submission requirements.

480-899-6650