

BILLING CHECKLIST

✓ Billing Policies

- General guidelines describing how your agency handles different scenarios with patients and payers.
- Internal – Detailed policies & procedures that define the standards & processes your crew uses for documentation, PCR completion, and quality assurance with regards to billing.

✓ Personnel

- Crew log
 - Should include licensure level, signature specimen, start date, and last date if applicable.
- OIG Exclusions list <https://oig.hhs.gov/exclusions/index.asp>
- Exit interviews

✓ Rates & Fee Schedule

- Determine cost per loaded mile
- Review annually

✓ Trip Reports & Documentation

- Perform regular training
- Provide standards for completion
- Compile all aspects of the record together
- Enforce comprehensive documentation

✓ Reports

- Reconcile with run/dispatch log
- Q/A with expected charges, etc.

