



Med Management Monthly

November 2009

Premier
Billing
Network

Medical Billing
Services

Clinical Corner

Christina Grimesey, *Senior Consultant*

History and Physicals

New patient appointments are often time consuming making the physician fall behind with the other patients on his/her schedule. Medical Assistants can play an important part in helping the physician collect the needed information from a new patient.

When the patient arrives with a new patient package, it is recommended that the Medical Assistant go over the paper work at the time of rooming the patient.

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Regulatory

Charlie Colitre, *President, Healthcare Compliance Consultants*

The 2010 OIG Work Plan

Each September, the Department of Health and Human Services, Office of Inspector General (OIG), publishes its work plan for the following year. The work plan outlines those areas of healthcare fraud enforcement on which the OIG will focus for the coming fiscal year.

The Centers for Medicare and Medicaid Services (CMS) Section of the 2010 Work Plan lists a large number of areas that will be scrutinized during the US Government's Fiscal Year (FY) 2010. Within the "Other Part A and Part B Providers Payments" section, the following 22 items concerning physicians are listed:

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Spotlight on Credentialing

Machelle Giordon, *Credentialing Specialist*

At the Eye of the Storm...

Managing all the paperwork associated with provider enrollment is tedious, time-consuming, and requires dedicated attention to administer effectively. Lacking full-time resources to devote to these tasks inevitably causes approvals to be stalled or delayed. The desire to do it right, and fear of making costly mistakes, causes many practices to chose to handle their credentialing and contracting in-house.

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Office Tips

Stephanie Black

Office Tips for Effective E-mail Messages

Most often e-mail users neglect to check how their communication will come across to their readers. To make sure your e-mail doesn't short circuit a business relationship, consider these common sense guidelines:

- | Think about who may read your message.
- | Try to picture how your message's receiver will react when reading your message.

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Events Schedule

OSMA

- | 12-02-09 Coding and Billing for Cardiology Services
- | 12-09-09/10 Code Changes and RAC Readiness
- | 2-11-10 Professional Coding Curriculum (PMCC)
- | 4-9-2010 OSMA Annual Meeting

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Practice Management

Pat O'Sullivan, *President*

Internal Controls Critical Now

More than ever before, Internal Controls in our businesses are so critical for assurance of compliance, regulatory, financial and human resource management. One of the biggest mistakes a medical practice makes when the physician starts out is to think, "we're only three people, we don't need a lot of policies and procedures...we're not IBM!". Then all of a sudden, there are four people, two physicians, a nurse, a supervisor and suddenly someone embezzles money, has a personal leave, or is rude to a patient and they leave the practice. These are all realistic occurrences in a practice every day.

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