

THE UNIVERSITY OF CONNECTICUT HEALTH CENTER
JOHN DEMPSEY HOSPITAL
ADMINISTRATIVE MANUAL

SECTION: FINANCIAL MANAGEMENT NUMBER: 04-001

SUBJECT: MEDICAL INFORMATION FOR BILLING PAGE: 1 of 1

PURPOSE: To provide requirements for supplying medical/billing information to the necessary departments to ensure prompt processing of patient billing.

POLICY:

All clinical service areas who bill through John Dempsey Hospital are required to:

1. Supply medical information needed for diagnostic coding to the Health Information Management Department (HIM) as soon as possible following date of service or discharge. Submission of medical records to the HIM department should not exceed 24 hours post discharge/date of service.
2. For services coded by the Health Information Management Department medical information must be submitted as noted in #1, and in addition, charges must be submitted for hospital billing within five working days to ensure that Patient Financial Services has complete billing information for claim submission.
3. Each submitting department is required to provide accurate and complete information to allow for diagnostic/procedure codes to be assigned by the HIM department for each patient encounter.
4. On a weekly basis the Patient Financial Services Department will compile a summary report of unbilled accounts (greater than five days old) that is shared with key individuals from the following areas:
 - Clinical Operations both JDH and UMG
 - Patient Financial Services
 - Health Information Management
 - Reimbursement
 - Chief Financial Officer
 - Hospital Director
5. A detailed unbilled accounts listing is reviewed weekly by the Patient Financial Services Director or designee in conjunction with the HIM Department Director or designee and action steps are initiated to ensure accounts greater than five days old are assessed for what documentation is needed in order to be coded for billing purposes. This detailed list is monitored on an ongoing basis.

James H. Thornton
Hospital Director

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