

Clean Claim Verification Checklist

Here's an example of one way you could keep track of the claims process to ensure claims are billed clean and timely. Timely billing is effective in making sure payment is received timely. All payers have timely filing deadlines. Be sure to review each payer's timely filing deadline.

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Document patient chart with DX codes, procedure codes and office visit details.	Confirm codes are payable per NCCI edits or other coding documentation.	Member ID and name are verified using the member ID card.	Charges entered into system.	Once billed, confirm batch was submitted properly and free of rejections.