

# Doctor Evaluation of Practice

1. Are you getting the maximum reimbursement that you should be from your insurance companies – reimbursement in 7, 14, 30 – 60 days?

- a. Medicaid within 7 days? \_\_\_\_\_
- b. Medicare within 14 days? \_\_\_\_\_
- c. BlueCross BlueShield within 14 days? \_\_\_\_\_
- d. Commercial Insurance within 30 – 60 days? \_\_\_\_\_

❖ Percent of insurance aging categories by date billed:

- ❖ 80% should be in 0 – 30 days
- ❖ 17% should be in 31 – 60 days
- ❖ 3% should be in 61 – 90 days
- ❖ 0% for over 91 days

\*Are you getting the maximum reimbursement that you should be from your insurance companies – reimbursement in 7, 14, 30 – 60 days?

2. What is your current total A/R? \_\_\_\_\_

Your total accounts receivable (A/R) should not be more than 2 months charges.

3. Your Net Collection Rate.

- a. What are your current gross receipts? \_\_\_\_\_
- b. What are your current adjustments? \_\_\_\_\_
- c. What are your current patients refunds? \_\_\_\_\_
- d. What are your current charges? \_\_\_\_\_

Net collection rate = (gross receipts + adjustments – refunds) \* 100/ charges.

e. Your Net Collection Rate - \_\_\_\_\_

Your Net Collection Rate should be at least 95%. At Totus Tuus, our net average collection rate is 97.8%. What does this mean for you? Apply the following formula for this month: (Charges \* 97.8%) – Adjustments = TTMM Receipts (What Totus Tuus Medical Management would have collected for you this month)

4. Cost of doing your billing.

- a. Salaries of your biller(s)? \_\_\_\_\_
- b. Supplies:
  - 1500's \_\_\_\_\_
  - Statements \_\_\_\_\_
  - Stamps \_\_\_\_\_
  - Envelopes \_\_\_\_\_
  - Computer Software \_\_\_\_\_
  - Seminars / training \_\_\_\_\_

\*Average costs and collection percentage are based on a primary care physician

	In House Billing	Totus Tuus MM	
Phone Line	\$48.00	<i>Commonly prescribed for billing headaches!</i>	
Postage	\$102.00		
Envelopes	\$12.00		
HCFA's	\$6.00		
Paper	\$15.00		
Electronic Claim & Statements	\$205.25		
Staff (one billing specialist) <sup>1</sup>	\$1,820.00		
Payroll & Unemployment Tax <sup>2</sup>	\$164.89		
Quarterly Training (biller) <sup>3</sup>	\$100.00		
Computer <sup>4</sup>	\$134.00		
Tape Backup <sup>5</sup>	\$42.00		
Uninterrupted power	\$10.00		
Billing Software <sup>6</sup>	\$125.00		
Fees:			8% - 10% of Collections <sup>7</sup>
<b>Monthly Totals</b>	<b>\$2,784.14</b>		<b>\$2400.00<sup>8</sup></b>

Assumptions / Notes:

1. Billing specialist salary of \$10.50/hr. Additional expenses not included in the "In House Billing" option:
    - a. Workers' Compensation Insurance for billing specialist.
    - b. Medical insurance and any additional fringe benefits for billing specialist.
  2. Employer Tax of 1.45% Medicare, 6.2% FICA, .08% FUTA, assuming 1.33% State Unemployment.
  3. Coding update, HIPAA regulations, and new guidelines.
  4. Mid-range computer calculated for first year. i.e. single drive computer – no data redundancy (Raid drives). Computer maintenance calculated after first year.
  5. Low-end tape backup calculated in first year. Maintenance calculated after first year.
  6. Mid-range billing software calculated. Maintenance, support, or upgrade agreements are not included in the "In House Billing" option:
    - a. Software maintenance agreements (required with some software companies)
    - b. Upgrades – are upgrades required? What about retroactive upgrades?
  7. Percentage is determined by specialty and patient mix.
  8. Based on 8% of \$30,000 Gross Collections
5. How much time does your office staff spend dealing with patients regarding bills, claims, and other accounts problems?

Totus Tuus Medical Management provides a turn-key solution to medical billing and management, freeing you up to devote your energy to what matters most – your patients.