

# Ten Commandments of Pathology Billing

*According to HBP Services*

- I. **Establish and maintain Charge Controls by Date of Service**
  - **Accessions**
  - **Reconcile the billing system CPT counts with Dept. LIS**
- II. **Process 75% of charges in the current month of service**
- III. **Bill all charges by the last day of the following month of service (i.e. January by February 28<sup>th</sup>)**
- IV. **Post all payments within 3 business days = to Bank Deposits**
- V. **Performance indicators must be achieved**
  - **Months in A/R (1.0 or less)**
  - **AR greater than 90 days by Date of Service (less than 15%)**
  - **Collection Agency liquidation (less than 20%)**
- VI. **Develop a Third Party Calendar and request adjustments in a timely manner**
- VII. **Maintain a Charge Master showing all Third Party reimbursements & Practice Fees (by CPT code)**
- VIII. **All Third Party write-offs need to be consistent with the Charge Master**
- IX. **Reconcile information by Date of Posting and Date of Service for:**
  - **PC = Professional Component**
  - **GB = Global Billing**
  - **PCCP = Professional Component Clinical Pathology**
- X. **Document coding changes to the Practice monthly to be included in the Practice Compliance Manual**

