

Memo

To: PHYSICIANS LABORATORY SERVICES CLIENTS
Date: MARCH, 2009
From: Sue Kingslan, Accounts Receivable Supervisor
Re: **BILLING DIRECTIVES**

For many years Physicians Laboratory Services has kept a list of billing directives specific for each client account. However, to standardize billing processes, eliminate unnecessary errors and better serve our clients; it is necessary to abandon these previous requests and rely on the billing information that is submitted with each test request. The requisition must indicate to whom the bill should be directed: client account, insurance (Medicare, Medicaid or Third Party) or the patient (self pay). If no information is provided or the information requested below is not complete, the client will be billed.

The following information must be provided in order to properly bill insurance:

- Patient's legal name (First and Last) – No "nicknames"
- Date of birth
- Patient's Address (street, city, state, and zip code)
- Medicare Waiver Signed", if applicable (Check "Yes" or "No")
- Name of Insurer (If applicable, check Medicare and/or Medicaid)
- Patient's Insurance ID Number
- Patient's Insurance Group Number
- ICD 9 Diagnosis Code
- Name of Responsible Party (Required by BCBS)
- Responsible Party's Relationship to the Patient (Required by BCBS)

Note: It is acceptable to attach a "patient information billing sheet" to the requisition, but it must include all of the information listed above.

We appreciate your continued patronage and assistance with this matter.