

## BILLING ASSIGNMENT

Attempt to get those balances sooner than later. The longer the patient has the balance, the less likely the office will be able to recover those funds. Besides, if a lot of money is owed to the office, it becomes difficult to make business ends meet.

Remember, the goal should be to collect all patient portions at the time of service. By slightly increasing the estimate, the office has a better chance of being paid properly. By communicating to the patient that there may still be a balance after insurance payment, in case something really wacky happens with their insurance, patients should understand if they still receive a bill in the mail. If they are sent a statement, but are still on the billing report the following month, then it may be time to politely reach out to that person. If you are still unsuccessful in obtaining any sort of payment or arrangement, then it may be time to reach out to a collection company.

Be sure to track in the file any conversations you had regarding outstanding balances, or credit due, with the patient.

The goal always is to send out fewer statements than the month before.

Track this here.

Month	Number of Statements Sent	Total Outstanding Due to Practice from Statements
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		