Front Desk Best Practices

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PCC 2016 Users' Conference

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Front Desk Best Practices

Overview

- Take Away
- Front Desk Best Practices
- Pre Visit
- Visit Date

Front Desk Best Practices

- What is the Take Away?
  - Learning the importance of the front desk and best practices.

Front Desk Best Practices

- Goals for the front desk
- Customer service
- Telephones
- Keep them busy
- Oversight

Front Desk Best Practices
Goals

- Great customer service
- Generate clean claims from a demographics standpoint
- Increase time of service payments
- Reduce the amount of collections after the visit

Front Desk Best Practices Customer Service

- First impressions count
- Get rid of the glass
- Greet patients immediately
- Work as a team, help each other with overflow
- Separate sick and well reception areas

Front Desk Best Practices Customer Service

- Wait for a response before putting someone on hold
- Discuss significant billing issues in private
  - Have at least one billing staff with an office near the front
- Do not discuss other parents/patients at the front desk

Front Desk Best Practices
Phones

- Move phone triage away from the front desk
  - Allow front desk staff to focus on verifying demographics, insurance, collecting payments
  - Use phone system to appropriately route calls
  - For staff on phones, use headsets

Front Desk Best Practices
Keep Them Busy

- There should be no down time at the front desk
- If things slow down, have them work on recall lists
  - Call patients overdue for well visits, Asthma checkups, ADHD checkups, flu shots, etc.

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Front Desk Best Practices Oversight

- Track how much recall they are doing
- Track copay collection rates
  - Have them write down why they did not collect a copay when it is expected
- Track collections for past due balances
  - Again, track why they did not collect it
- Set goals and reward staff for achievements

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Front Desk Best Practices Pre-Visit

The processes used *prior* to when a patient comes in will impact the quality of your claims, increase TOS payments, and help reduce the amount of collections needed.

In short the Front End functions drive the revenue cycle.

Front Desk Best Practices Pre-Visit

- Scheduling
- Appointment Verification
- Eligibility Verification
- Eligibility Using Partner
- Billing Department Prep

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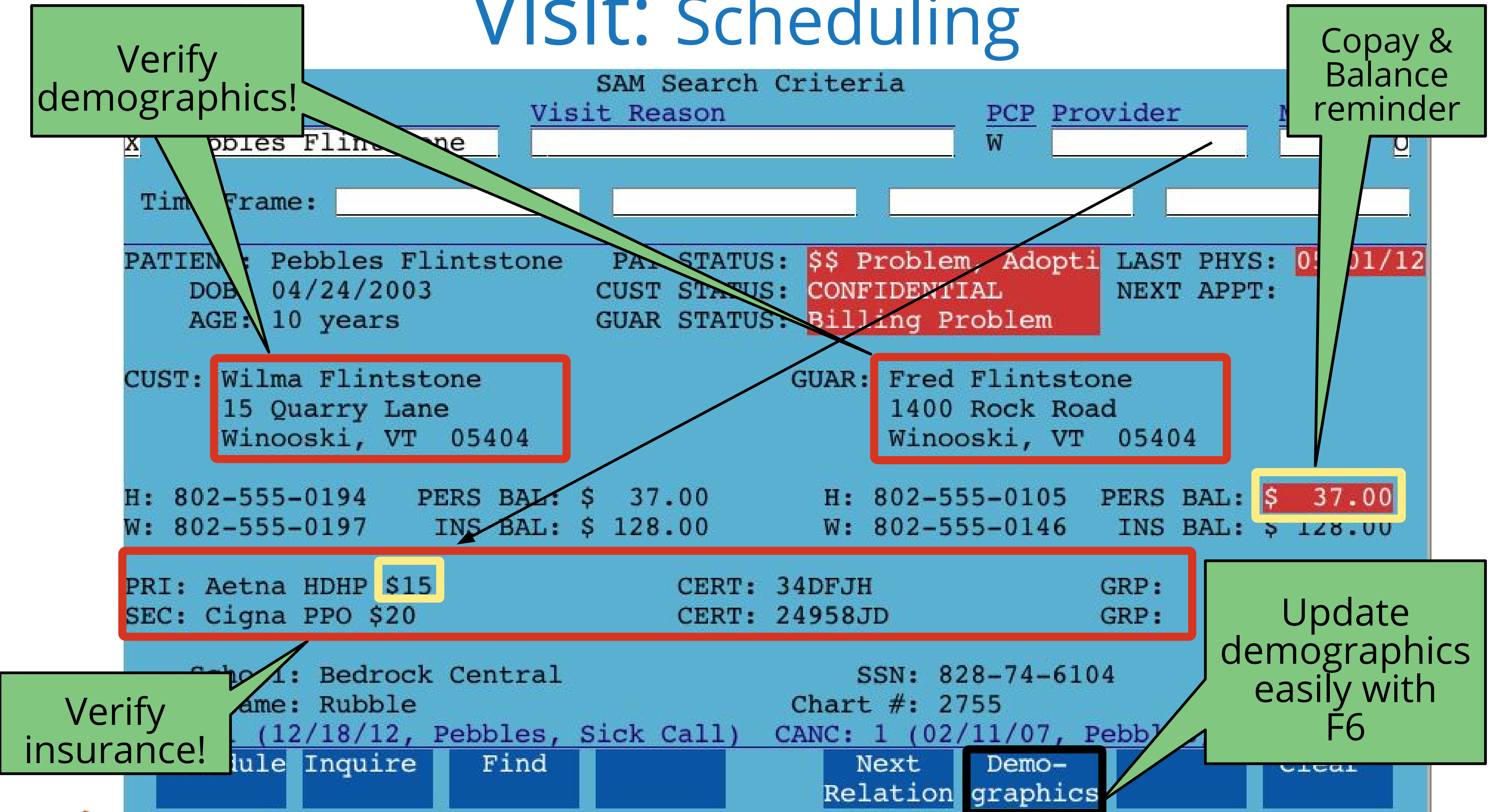
Front Desk Best Practices Pre-Visit: Scheduling



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Front Desk Best Practices
Pre-Visit: Scheduling

- New Patient Process
  - Who collects insurance information over the phone?
  - F4/F7 can be configured to bring you directly to eligibility and the policy program
  - Remind them to bring their insurance card and copay

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Front Desk Best Practices Pre-Visit: Scheduling

- Points to make during appointment verification
  - Verify date, time, and visit reason
  - Verify insurance plan, subscriber, start date, and end date
  - Remind patient
    - to bring in their insurance card
    - payment for expected copay & outstanding balances

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Front Desk Best Practices
Pre-Visit: Appointment Verification

Appointment Verification

- Why?

- When?

- How?

Front Desk Best Practices
Pre-Visit: Appointment Verification

- What to verify during reminder calls
  - Date, time and visit reason
  - Insurance plan, subscriber, start/end dates
  - Reminders

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Front Desk Best Practices Pre-Visit: Eligibility Verification

Eligibility Verification

- Why?
- When?
- How?

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Front Desk Best Practices Pre-Visit: Eligibility Verification

- Partner's elig program
  - Auto eligibility overnight, all active plans!
  - Update policy information as needed through elig, especially **copays**!
  - Use notes for the front desk to see at checkin
  - Eligibility for visits more than two days away?

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Front Desk Best Practices Pre-Visit: Billing Dept Prep

- Train the front desk to understand
  - basic information about patient insurance plans
  - when you sign a contract with a new insurance, inform the front desk
  - your financial policy

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Front Desk Best Practices Pre-Visit: Billing Dept Prep

- Create a guide to educate patients about insurance responsibility
  - Make sure the front desk staff knows it front and back so they can answer questions.

Front Desk Best Practices
Same Day Visits

- Scheduling
  - Verification
  - Reminders

- Eligibility
  - Real time with elig if possible
  - Check online/via phone as needed

Front Desk Best Practices
Day of Visit

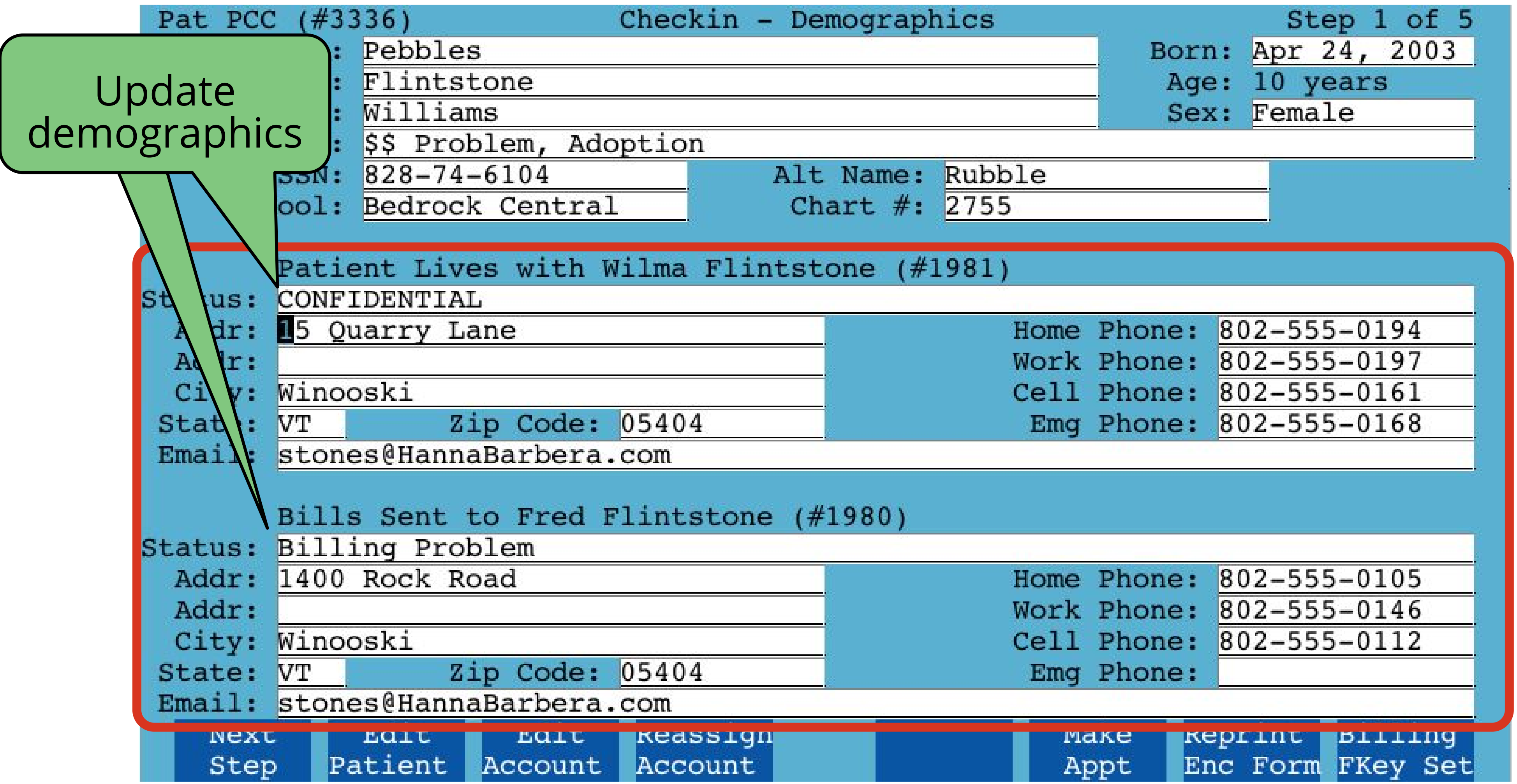
- Patient Check In (checkin)
- Posting Charges (checkout)
- Clean claims

Front Desk Best Practices
Day of Visit: checkin

Why use checkin?

> "Financial problems can be directly related to billing errors that could have been avoided simply by reviewing information. Errors can cause delayed payment, costly fines, and lost revenue if not caught." (Wilson, Judy A. (2016) [1].

Front Desk Best Practices
Day of Visit: checkin Demographics



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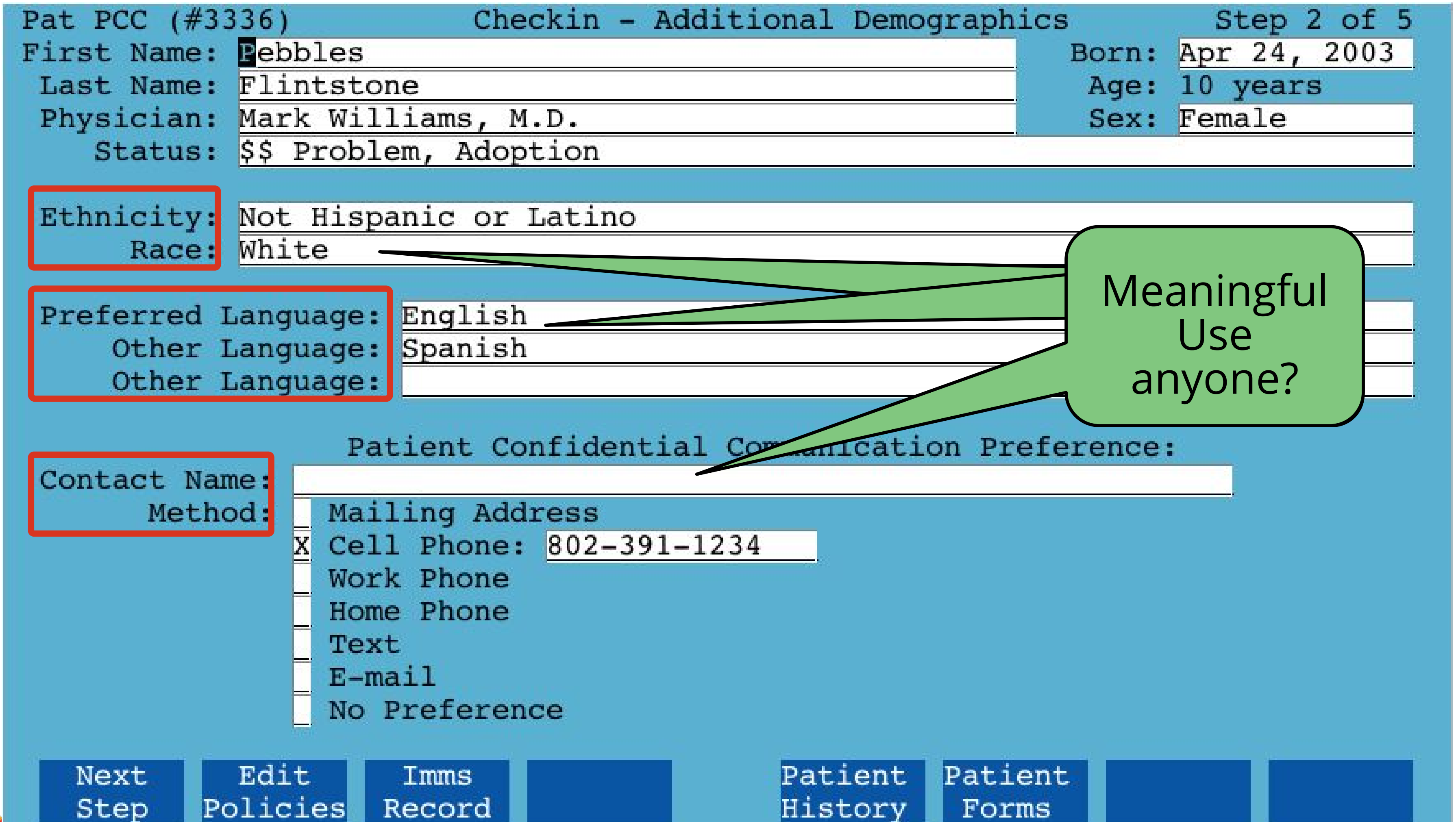
Front Desk Best Practices
Day of Visit: checkin Demographics



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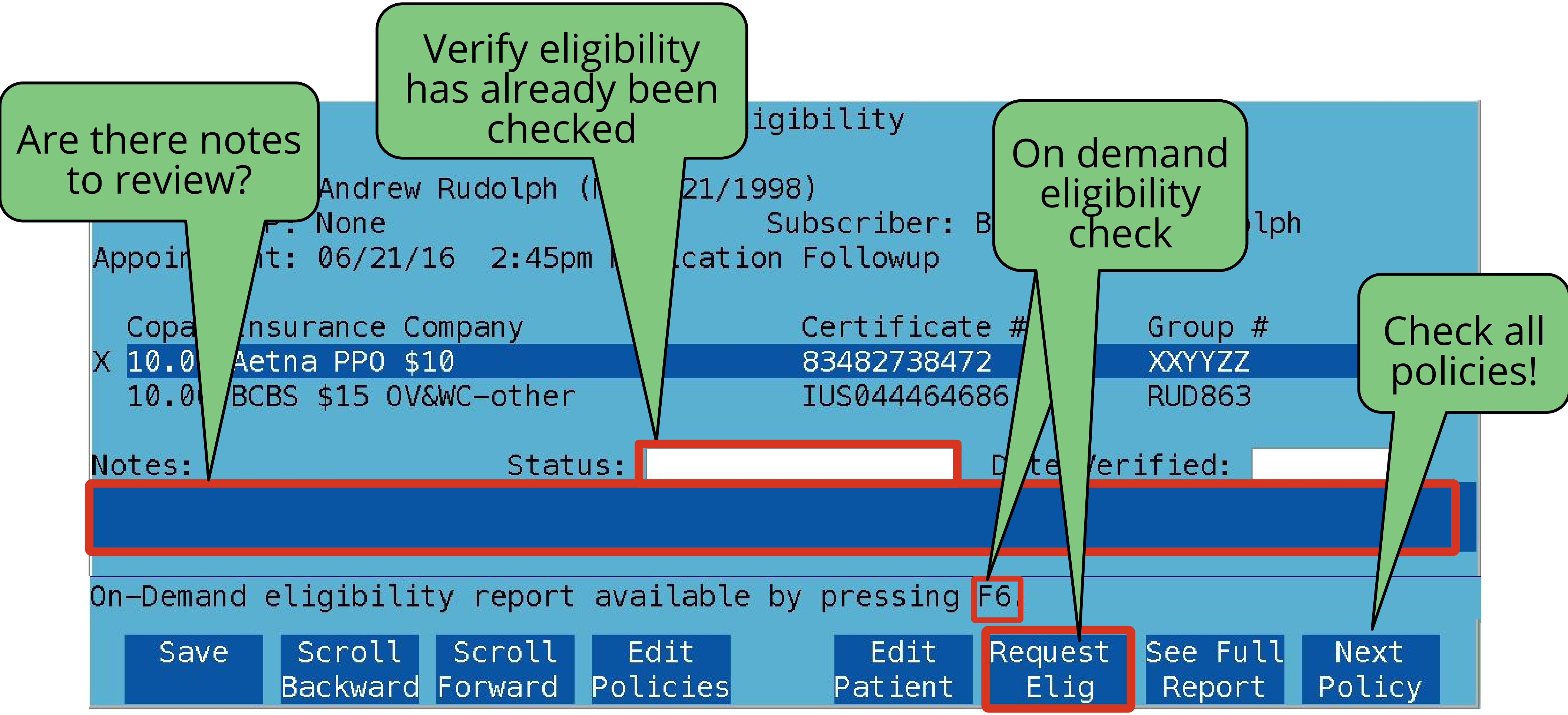
Front Desk Best Practices
Day of Visit: checkin Eligibility



Front Desk Best Practices
Day of Visit: checkin Eligibility

- Make sure eligibility has been verified
- Relationship code for child or self
  - Online eligibility systems do not ask for patient relationship to subscriber. Real time eligibility requires this be correct or the insurance will not return a response.

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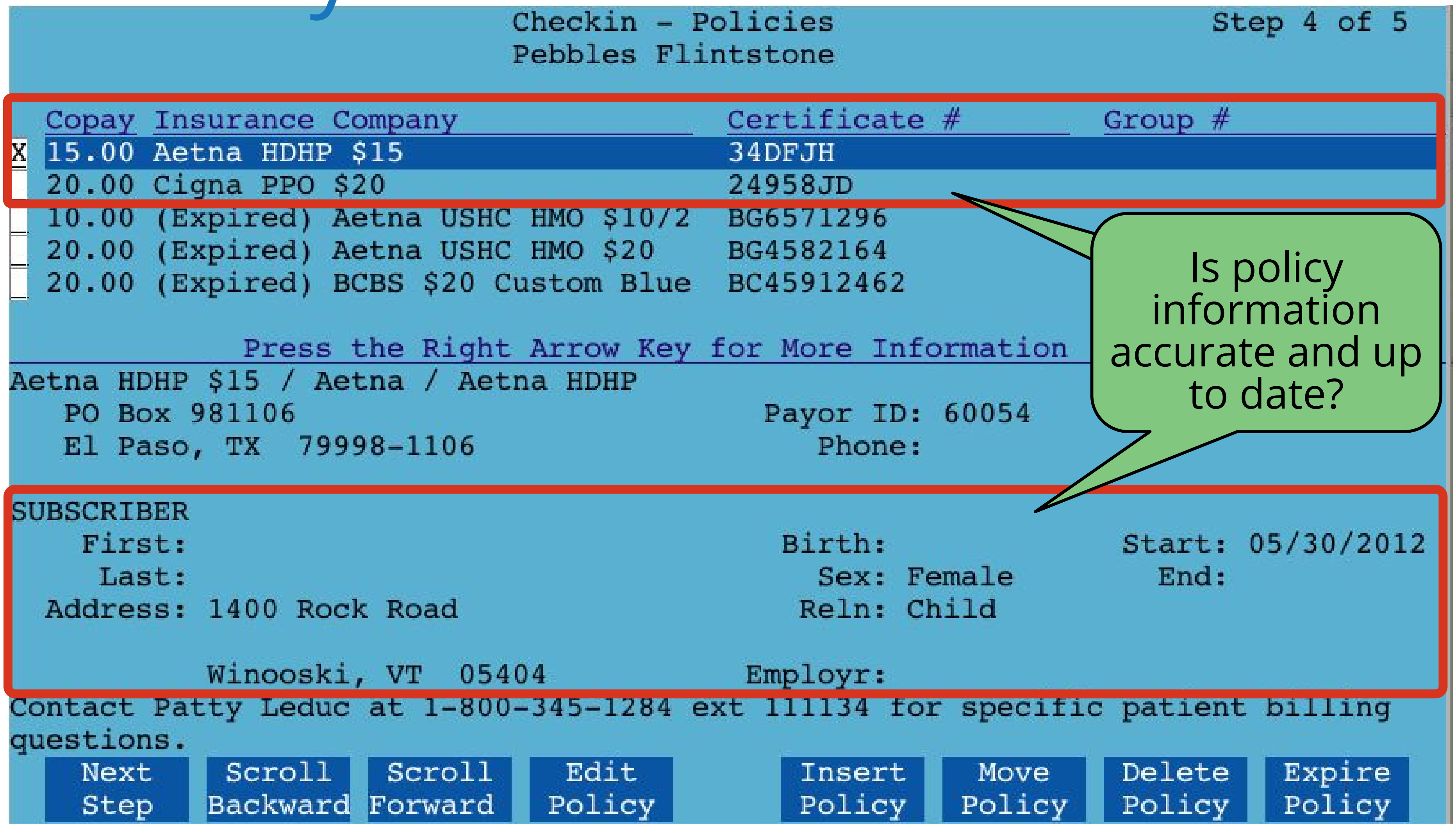
Front Desk Best Practices
Day of Visit: checkin Policies



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Front Desk Best Practices
Day of Visit: checkin Policies

- Always get a copy of their insurance card
- Verify subscriber information

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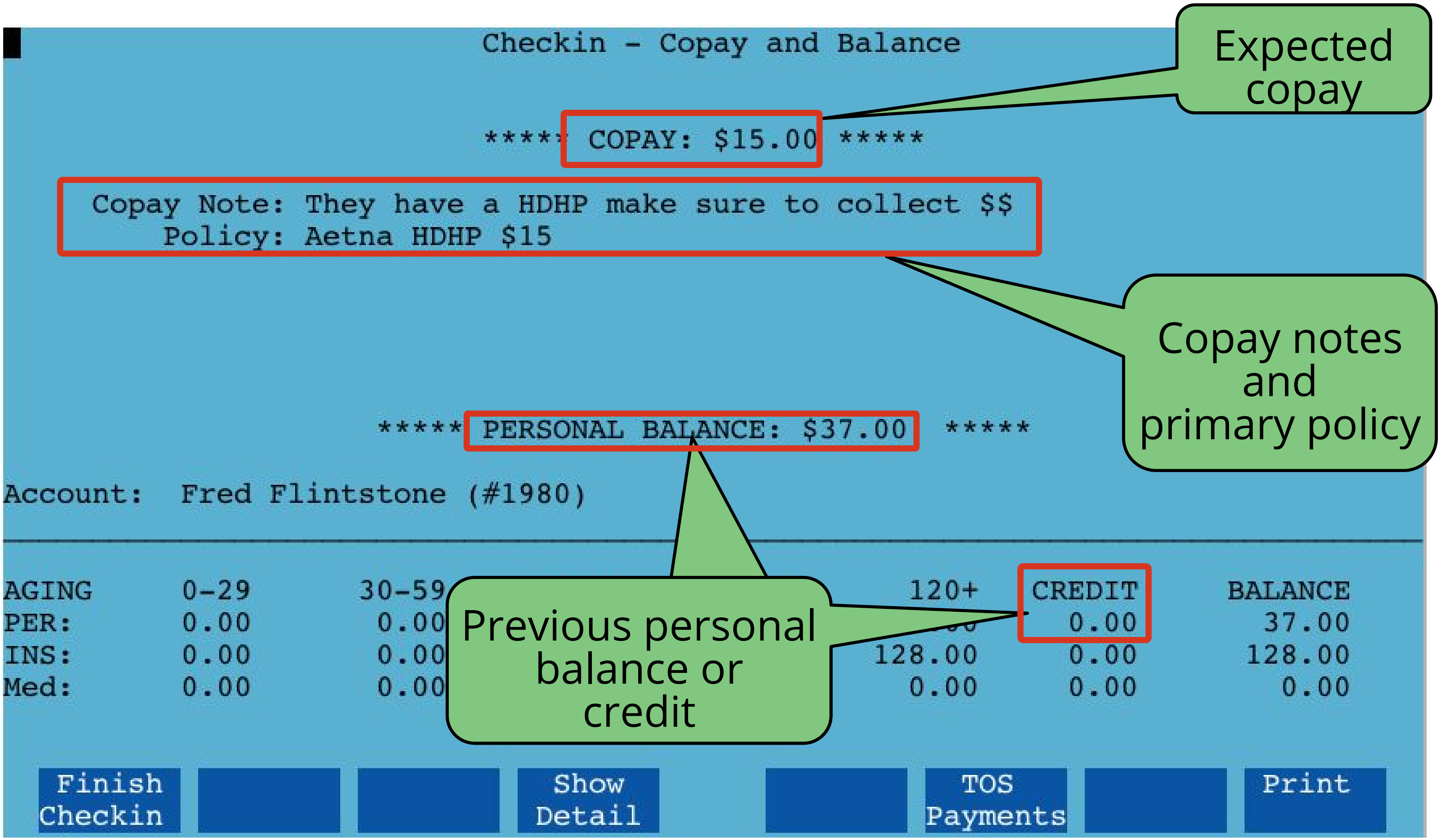
Front Desk Best Practices
Day of Visit: checkin Copays



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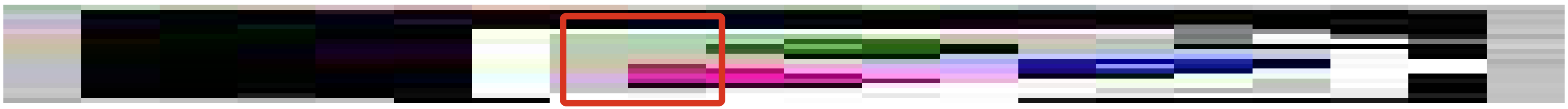
Front Desk Best Practices
Day of Visit: checkin Copays

- Questions about a past due balance?
  - Use F4 to Show Details



OUTSTANDING CHARGES:	PRIMARY DIAG	PROV	AMOUNT	PERS DUE	INS DUE
05/01/12 Flintstone, Pebbles					
Well Child 5-11 yrs	V20.2	Case	95.00	7.00	0.00
12/20/12 Flintstone, Dino					
OV Expanded Focus	372.30	Davi	79.00	15.00	64.00
12/20/12 Flintstone, Pebbles					
OV Expanded Focus	372.30	Davi	79.00	15.00	64.00
TOTAL AMOUNT DUE				37.00	128.00

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Front Desk Best Practices
Day of Visit: checkin Copays

- Make sure to collect the proper copay amount, sick vs. well
- HSA Accounts
- Credits appear as a **–** instead of a CR as part of the balance

Front Desk Best Practices
Day of Visit: checkin Copays

- Store and process credit card payments online
  - Get authorization from the family to charge their credit card for outstanding balances
  - Flag their account
- Use a secure web service
  - PaySimple (paysimple.com)
  - PayPal

Front Desk Best Practices
Day of Visit: Check Out

- Schedule next appointment
- Missed appointments
- Self Pay
- Account for all visits
- Proving Out

Front Desk Best Practices
Day of Visit: Check Out

- Schedule next appointment
  - Make sure your schedule is out at least 6 months so you can schedule younger children easily, 1 year is better, 13 months ideal!

Front Desk Best Practices
Day of Visit: Check Out

- Self Pay

Front Desk Best Practices
End of Day

- Track missed appointments
  - Charge for missed appointments and make sure that is part of your financial policy
  - When you post a missed appointment fee in Partner, make sure it is configured to automatically mark the appointment missed in Patient Inquire (inquire)

Front Desk Best Practices
End of Day

- Proving Out

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Front Desk Best Practices Review

- Goals for the front desk
- Customer service
- Telephones
- Keep them busy
- Oversight

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Front Desk Best Practices Review

- Pre Visit
  - Scheduling
  - Appointment Verification
  - Eligibility Verification
  - Billing Department Prep

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Front Desk Best Practices Review

- Visit Date
  - Patient Check In (checkin)
  - Patient Check Out

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Front Desk Best Practices

- Questions?

Front Desk Best Practices

Reference List

1. Wilson, Judy A. (2016, April). Conquer common billing errors. *Healthcare Business Monthly*, 26.