

Essential Requirements and Communications for the Chiropractic Office **With Mario Fucinari DC, CPCO, CPPM, CIC**

Whether you are new in practice or a seasoned practitioner, running a successful chiropractic office requires a clear understanding of procedures, regulations, and coding. Chiropractic physicians and their staff must work as a TEAM and know all applicable policies and procedures on documentation, billing, collections, and compliance. The consequences are too serious! Even the cash practice is affected by regulations such as the No Surprises Act, HIPAA, and the Anti-Kickback Statute. Learn what patient treatment, billing, and coding tools are essential in Chiropractic practice. This class is perfect for the doctor, staff, and billers.

Learning Objectives:

- Understand government regulations and industry trends.
- Learn about patient's rights.
- Identify legal aspects of patient communication.
- Learn crucial front desk procedures for patient intake.
- Define step-by-step procedures at the front desk to avoid costly billing and collection errors.
- Establish procedures for proper claim form submission
- Discover "informed consent" and how to apply this to chiropractic care.
- Learn the critical components of a good history.
- Learn Medicare requirements and forms

Hour 1

- Improving Processes, Procedures, and Efficiency
- Ethics and Compliance Requirements
- Overview of the "Revenue Cycle"
- Insurance verification process

Hour 2

- HIPAA concerns in Appointment scheduling
- Patient registration required elements
- Front Office Documentation Procedures
 - Intake Forms
 - Informed Consent *Legal* Procedures

Hour 3

- Front Office Documentation Procedures (cont'd)
 - HIPAA Forms and Protocols
 - Non-Pregnancy Verification
 - Permission to Treat a Minor *Legal* Protocols
- Medicare Medigaps, Secondaries, and the QMB patient
- Communicating Your Financial Policies

Hour 4

- Co-pay, deductible collection, and cash procedures
- The No Surprises Act
- E/M Services – Who can do what
- What are the *Chiropractic* Vital Signs
- Questions and Answers