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| Text  Description automatically generated | claims submission  Claims Submission Checklist |

| Done? | Item | Items Needed to Complete | Who is responsible | Date of 1st attempt | Date of 2nd Attempt |
| --- | --- | --- | --- | --- | --- |
|  | Review PM system for any unbilled “NEW” claims. | Depending on PM System, review all open A/R looking for unbilled “NEW” claims. |  |  |  |
|  | Review PM system for any late submissions or late edits to charges. | Depending on PM system, review all open A/R looking for late submissions or edits that would result in a corrected claim. |  |  |  |
|  | Review PM system for any patients that have a PR amount that have a secondary insurance | Develop a list of patients with secondary insurance (verify that they are not being billed for pt. resp before secondary has processed). |  |  |  |
|  | Review clearinghouse for all claim rejections | Daily reconciliation of the claims rejection report |  |  |  |
|  | Review of PM Claim que for any claims with errors that have prevented a claim from being generated. | Daily reconciliation of the claims module in PM system of all claims with errors. |  |  |  |
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