



University of Connecticut Health Center

POLICY NUMBER 2006-03

March 1, 2006

POLICY: BILLING FOR PROFESSIONAL SERVICES

PURPOSE: To ensure correct coding/billing of services provided by UCHC faculty and staff.

SCOPE: All University of Connecticut Health Center faculty and staff that bill for patient care.

POLICY STATEMENT:

Patient care provided at the UConn Health Center (UCHC) will be billed for actual services provided. UCHC recognizes that special billing requirements may apply to certain government-sponsored programs or to other providers; any such requirements must be followed. Providers and billing employees have a collective responsibility to be knowledgeable about the meaning of the codes applicable to their area of practice, including relevant directives from billing authorities. UCHC further recognizes the importance of maintaining accurate patient accounts in accordance with applicable requirements.

In selecting codes to describe services rendered, providers and billing personnel are to select codes that they believe, in good faith, correspond to the services rendered as documented in the medical/dental record. If the provider does not select the code personally, the provider is responsible for ensuring and verifying the appropriateness of code. The provider rendering services must sign the charge document. It is the responsibility of the provider of care to ensure that the documentation in the medical/dental record supports the level of service for which a bill is submitted.

UCHC may NOT submit a claim that is known to contain inaccurate information.

Daniel Upton (signed)

3/16/06

Daniel Upton
Chief Financial Officer

Date

Peter J. Deckers, M.D. (signed)

3/22/06

Peter J. Deckers, M.D.
Executive Vice President for Health Affairs

Date

Replaces: NEW POLICY