SEVOCITY PREMIER - STANDARD OPERATING PROCEDURES

The Standard Operating Procedures training is designed to teach the following:

1. Review Operating Procedures for Front Desk (differs among practices)
   a. Insurance Eligibility
   b. Patient ID
   c. Checking Patients in
   d. Collecting copay
2. Reviewing Operating Procedures for Billing Department (differs among practices)
   a. Modifying encounters crossing from EMR
   b. Batching Claims
   c. Correcting Claims Rejections
   d. Rebilling Encounters
   e. Posting ERA Payments
   f. Posting Insurance and Patient Payments
3. Reviewing Operating Procedures for Administration (differs among practices)
   a. Running Daily Close reports
   b. Running Receipt Management reports
   c. Running Weekly reports
   d. Running A/R reports
   e. A/R Follow up

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