PURPOSE:
To provide a process to bill an employer for services they requested to be completed on their employee.

POLICY:
Refer to policy (AD-011) Request for Information by Employer

PROCEDURES:
1. When the Authorization for Release of Information Requested by Employer form (AD-011-1) is received do the following:
   1.1. Invoice the charges coded on the patient’s account as zero dollars.
   1.2. Each department will have its own account set up on Point and Click.
      1.2.1. Code services using the designated departmental codes.
      1.2.2. Invoice with the dollar amount charged here.
   1.3. A statement including the following will be typed and mailed to the designated person.
      1.3.1. Patient’s name
      1.3.2. Invoice #
      1.3.3. Service provided (immunization, physical, etc)
      1.3.4. dollar amount due

2. Department must request a more itemized statement if the above is not sufficient.

REFERENCES:
Request for Information by Employer (AD-011)