

# SUMMARY OF KEY POLICIES & PROCEDURES

## **Patient Registration and Referrals**

### Demographic Maintenance

Outlines process for updating patient demographics to ensure accurate billing of services

### Referral Authorization and Pre-Certification

Outlines process for obtaining patient referrals from primary care physician. Identifies responsibility and tracking mechanisms to ensure compliance.

### Hospital Admission and Procedure of Scheduling

Outlines process for admitting patient from the office to hospitals.

# Helpful Compliance Websites

**Integrity Agreements** - <http://oig.hhs.gov/fraud/cias.asp>

**OIG Compliance Program for Individual and Small Physician Office Practices** -  
<http://oig.hhs.gov/authorities/docs/physician.pdf>

## **Excluded Parties**

<http://exclusions.oig.hhs.gov/> (OIG Exclusion List)

<http://www.epls.gov/> (Excluded Parties Listing system)

## **Government Sites**

Centers for Medicare & Medicaid <http://www.cms.hhs.gov/>

Medicare: <http://www.medicare.gov/>

Medicare Physician Center: <http://www.cms.hhs.gov/center/physician.asp>

CMS On-line Manual System: <http://www.cms.hhs.gov/manuals/>

## **Associations and Organizations**

American Academy of Nurse Practitioners: <http://www.aanp.org/>

American Academy of Physician Assistants: <http://www.aapa.org>

American Association of Professional Coders: <http://www.aapc.com/>

American Health Information Management Association (AHIMA): <http://www.ahima.org/>

American Health Lawyers Association: <http://www.healthlawyers.org/>

American Medical Association (AMA): <http://www.ama-assn.org/>

Association of American Medical Colleges: <http://www.aamc.org/>

Board of Medical Specialty Coding: <http://www.advancedmedicalcoding.com/>

Health Care Compliance Association (HCCA): <http://www.hcca-info.org/>

Medical Group Management Association: <http://www.mgma.com/>

National Healthcare Antifraud Association (NHCAA): <http://www.nhcaa.org/>

Taxpayers Against Fraud (TAF) <http://www.taf.org/>

## **Billing Compliance**

HCA Ethics and Compliance: <http://ec.hcahealthcare.com/>

Baylor College of Medicine: <http://www.bcm.edu/about/compliance.cfm>

University of Kentucky: <http://www.mc.uky.edu/compliance/>

University of Pennsylvania: <http://www.upenn.edu/audit>

University Medical Associates: <http://www.musc.edu/uma/compliance/>

Vanderbilt University: <http://www.mc.vanderbilt.edu/compliance/>