

## Building the Infrastructure to Bill for Services

Having a strong billing infrastructure in place is essential and can maximize efficiencies in all areas of the LHD. The initial set up of the billing infrastructure (or foundation) impacts staff from the appointment scheduler and front office, to the clinic and billing staff.

LHD staff plays an important role in patient outcomes and the revenue cycle. Maximizing efficiencies in workflow and processes can reduce compliance risks, improve reporting capabilities and increase revenue.

This section of the manual will explore important information about getting ready to bill insurance and patients:

- National Provider Identifiers (NPI numbers)
  - Organizational
  - Sub-part
  - Provider
- National Drug Codes (NDC)
- Federal Tax ID/Employer Identification Number (EIN)
- Place of Service Codes (POS)
- Taxonomy Numbers
- CLIA Numbers and Maryland State Lab Certificate
- Documentation and Medical Records Standards
- Self-pay Collections
- Sliding fee scale - Maryland
- Non-Chargeable List