1. Run regular reports to assess the “age” of accounts receivable. Make sure there are “no more than 15 to 20 percent total accounts receivable” that are over 90 days due. That figure should really be lower, between 5 percent to 8 percent.1

2. Keep the age of claims under 90 days

3. The front desk is the first stop in billing

4. Hire a billing manager

5. Follow up on outstanding claims

6. Scan in explanations of benefits (EOB)

Explanation of Benefits (EOB) forms are important to keep on hand even if you don’t have to access them very often. Scanning them allows a provider to have them on hand quickly when needed without having to store them in paper format.

Automation as much as possible

Physicians no longer send paper claims and statements. Billing has become an incredibly automated process, which is to a provider’s advantage. Physicians that adopt and implement medical billing technological advances may be able to increase billing efficiency and substantially reduce their overhead expenses.6