

Memo

To: MAs, front desk, and billing
From: Management
Date: December 15, 2021
Re: Self pay newborns

Effectively immediately, the front will not collect payment for the Quest labs if the billing sheet is marked VFC "N" and CP. This indicates that the parents will add the patient to their insurance and can have Quest submit a claim to them for the lab work.

| Acct. Information | |
|-------------------|------------------------|
| PCP? | Collected: \$ |
| Eddings [] | |
| Hio [] | Co-pay: \$ |
| Meadows [] | Payment Method: |
| Mucher [] | Cash |
| Yu [] | Credit Card |
| | Check No. |
| | Checked Out By: |
| | Ashley Nina |
| | Chandele Julie |
| | Kalee |
| VFC? Y N | |
| Balance: | |
| 1 3 | |
| 10 CP | |

The MA should not write codes on the billing sheet or check the "bill to physician" acct box to ensure the invoice is mailed to the parent and they can add the insurance to Quest themselves.

