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Date: .....

Dr. ....

Address: .....

....., ON, .....

Dear Dr. ....,

### **BILLING AND RECONCILIATION DETAILS**

We thank you for signing the Billing Contract with Accu-Med Billing Solutions and thereby giving us the opportunity to demonstrate our knowledge and expertise in billing and reconciling claims on your behalf to the Ministry of Health.

Accu-Med makes every effort possible to ensure that you retrieve the maximum revenue for services rendered by you as quickly as possible. In order to achieve this objective we need your cooperation.

Here is what we need from you:

#### **All patient encounters must include:**

##### Patient Demographics

- ✓ First and Last name
- ✓ Date of Birth
- ✓ Valid Health Card Number with version code (if applicable)
- ✓ Gender
- ✓ If Third Party claim – alternate insurance information (copy of company and policy)
- ✓ If Reciprocal Medical Billing (RMB) claim – Province and valid Health Card Number

##### Visit Information

- ✓ Date of visit
- ✓ Location of visit
- ✓ Visit Code
- ✓ Diagnostic Code
- ✓ Any tests conducted
- ✓ Any applicable premiums

Billings can be sent to your claims manager through fax, email, uploaded to Accu-Med's website, courier or mail.

It is advisable to send billing sheets to our office weekly or bi-weekly to ensure consistent payment from the Ministry of Health.

As per our agreement, Accu-Med will use our own software program to bill claims on your behalf.

When the Remittance Advice is received in your Ministry of Health MC-EDT mailbox, Accu-Med will retrieve and reconcile all claims on your behalf. A copy will be sent for your records along with thorough reporting of all outstanding claims as well as all partially paid or rejected claims. Any errors will be corrected and resubmitted and all inquiries to MOH will be sent out at no charge.

An invoice will be sent out correlating to the remittance advice received for that month. For the trial period, payments can be made by personal cheques. Payments after the trial period will be retrieved through direct debit.

Our goal is to make your billing and reconciliation system as efficient, effective and easy as possible. Please feel free to contact your case manager for any suggestions, recommendations, clarifications or queries. We are always here for you.

Once you have acknowledged receipt of this letter, we will assume that you and your staff members understand the billing process in entirety.

We look forward to a long and prosperous relationship.

With best regards,

BEATA GOMEZ  
Business Manager