



Maximizing Insurance Billing Results FREE Seminar

A vital part to Insurance billing is verifying that Medicare, Proxymed, and/or individual payors received your claims and, more importantly, are actually processing all of your claims.

There are several reasons why your electronic transmission may not have been successfully received or may not be processed. A current factor may be the October 16, 2003 HIPAA deadline which requires that all electronic claims be submitted in the ANSI 4010 format. As the deadline approaches, Medicare and Proxymed continue to make changes to their systems to accommodate this new format. As a result some claims are being rejected and even deleted as changes are made and standards are tightened.

Regardless of what caused the error in your electronic or paper billing, there are several steps that can be taken to verify that your claims are being processed.

Make sure to attend our next free seminar, *Maximizing Insurance Billing Results*, to be presented on October 28th and 29th, 2003. The seminar will help streamline and add effectiveness to your office's billing process. Seminar topics to be discussed include:

- * **Defaults & Treatment File Setup**
- * **Medicare Electronic Billing**
- * **Automatic Medicare EOB Posting**
- * **Third Party Electronic Billing**
- * **HCFA-1500 Paper Billing**
- * **Open Insurance Report**

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For your convenience, Avanta will offer four free sessions at two separate locations over two days. The locations that have been selected for this seminar include our office in Agoura Hills and the Cedars Sinai Building in Los Angeles. Morning and afternoon sessions are available at our office on Tuesday October 28th and at the Cedars Building on Wednesday October 29th. For a map and directions to our office in Agoura Hills or to the Cedars Building in Los Angeles, please see our website or call our office for more information.

Please contact Jennifer at Avanta to RSVP. As space is limited, a 48-hour cancellation notice is required. If you are unable to attend our seminars, private training can be scheduled at your office for a training fee.

★ ★ QUICK KEYS ★ ★

Did you know that the Avanta system offers Quick Keys to more efficiently navigate through patient information? Quick Keys provide instant access to various areas of your practice, allowing the user to press fewer keys and save valuable time. You may use Quick Keys from the home screen to access information for the current patient which is noted on the bottom left of your screen. Below is a listing of the Quick Keys and their functions:

- [F1] **Enter Patient Data**
- [F2] **Post Charges**
- [F3] **Post Payments/View Ledger**
- [Shift-F3] **Reference View Ledger**
- [F4] **Patient Balance**
- [F5] **Print Statements**
- [F6] **Insurance Billing**
- [F7] **Recall Data**
- [F8] **Patient Notes**
- [F9] **MedChart**