

Medical Billing Professionals Support Suite

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Change of Procedure for Insurance Verifications

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For providers who request insurance verifications, see below including an important change for procedures:

- For our new Platinum Service providers, this is a reminder that the first 20 verifications done per billing month are free. Any verifications done in excess of 20 per billing month are billed at \$4.95 per verification.
- For our Premium and Premium Service providers, the fee is \$9.95 per verification.

NEW PROCEDURE:

- **Immediately after requesting a verification, providers must log into the Support Suite and upload a PDF attachment of the front and back of the patient's insurance card.**
- **Make sure the scanned copy is a PDF file (not JPEG).**
- **Verifications cannot be done until the scanned PDF copy of the front and back of the card are uploaded.**
- **If your office currently does not obtain copies of insurance cards, you must immediately change your policies to ensure you have scanned copies of insurance cards for all patients.**

Thanks,

Steve