



**G&E**  
**THERAPIES**  
"Quality, Family Centered Care"

## G&E Therapies Billing Services

G&E Therapies billing services are provided by our Office Manager Melissa Wilson. Missy has been an integral part of the G&E team for 3 years. She has responsibility for the billing, reconciliation and accounts management for G&E Therapies. Her attendance at Medicaid trainings, Kinney Systems training and NYEIS system seminars makes her a knowledgeable and skilled manager of the current payment system. G&E Therapies collects payment from the Health Department with 100% timeliness and is 99% error free. This amazing level of collections is due to Missy's extensive attention to detail and knowledge of these systems. We are excited to offer this service to other EI and CPSE providers. **Think of how wonderful it would feel to finish treating for the month and hand the billing off to Missy!**

### Billing Services:

As a customer of G&E Therapies, we will work with you to create a personalized account for your business in Quickbooks Accounting Software. This account will have only your company's information and will be used to create your invoices. Each customer/child will have their own personalized invoice for each billing cycle. Each personalized invoice will include: child's information, treating therapist, NPI number, ICD-9 code, frequency, duration and authorization number. As the Provider, you are responsible for assuring all current employees of your company are listed in Kinney systems with corresponding caseload (Initial set up for Kinney Systems is available at an extra cost). *Initial Set-up for Monthly EI/CPSE Invoicing Packages*

**Price=\$195.00**

Script Attainment Service: Each child requires a current script for treatment services. G&E Therapies will obtain a new script from your child's Primary Care Physician. All scripts will be scrutinized to be sure all current Medicaid guidelines are followed. *This is an optional service.*

**Price=\$5.00/script**

### Early Intervention Billing:

1. Monthly Invoicing: Each child's verification form will be cross checked against provided daily SOAP notes to verify for current regulations including matching treatment times, completed signatures, and form completion. Each treatment date will be entered into Quick books to create your companies' personalized invoice.

Your completed billing packet will include:

- ✓ Health Department Cover Letter
- ✓ Original verification forms
- ✓ Copies of SOAP notes
- ✓ Copies of scripts
- ✓ Invoice for each child
- ✓ *Hand Delivered* to the Health Department by the 10<sup>th</sup> of each month and a matching set of copies will be sent to the provider.

**Price=4% of total invoices for the month**

## CPSE Billing:

### Option 1: Complete Billing Package Including Monthly Invoicing AND Kinney Systems Management

1. Monthly Invoicing: Each child's verification form will be cross checked against provided daily SOAP notes to verify for current regulations including matching treatment times, completed signatures, and form completion. Each treatment date will be entered into Quick books to create your companies' personalized invoice.

2. Kinney Management Services: Charge entry includes entering CPT codes and units of service for each date of service into each child's *service reporting calendar*. All SOAP notes will be scanned into Kinney systems and attached to *Web Dox* for each child, each month. A monthly "*Service Report by Date of Service*" report will be run for all your clients to be turned in to the Health Department.

Your completed billing packet will include:

- ✓ Health Department Cover Letter
- ✓ Original verification forms
- ✓ Copies of SOAP notes
- ✓ Copies of scripts
- ✓ Invoice for each child
- ✓ Service Report by Date of Service
- ✓ *Hand Delivered* to the Health Department by the 10<sup>th</sup> of each month and a matching set of copies will be sent to the provider.

**(Price=4.5% of total invoices for the month)**

### Option 2: Kinney Management Services ONLY

1. Charge Entry into Kinney: Each child's *verification form* will be reviewed for errors and completeness. The verification form will be cross checked against each SOAP note and *your provided invoice* to verify for compliance with current regulations and completeness. Charge entry includes entering CPT codes and units of service for each date of service for each child's *service reporting calendar*. All SOAP notes will be scanned into Kinney systems and attached to *Web Dox* for each child each month. A monthly "*Service Report by Date of Service*" will be run for all your clients to be turned in to the Health Department.

Your completed billing packet will include:

- ✓ Health Department Cover Letter
- ✓ Original verification forms
- ✓ Copies of SOAP notes
- ✓ Copies of scripts
- ✓ Your Provided Invoice for each child
- ✓ Service Report by Date of Service
- ✓ *Hand Delivered* to the Health Department by the 10<sup>th</sup> of each month and a matching set of copies will be sent to the provider.

**Please note provider is responsible for providing G&E Therapies with a completed invoice for each child**

**Price=3.5% of total invoices for the month**

Leave the Billing to G&E Therapies! Get back to treating! G&E Therapies strives to offer the best quality products in all we do. We are Physical Therapists and business managers of G&E Therapies. We are not trained accountants nor can we provide recommendations as to legal or financial structure or function of your company. Please consult your accountant and/or lawyer regarding any and all legal and financial questions.

We look forward to working together to streamline your processes and provide a quality service to our colleagues and community.

Ask about our **“Refer a Friend Program”**, you can earn up to \$50.00 off your next month’s billing service.

Gerilyn M. Gault, PT

Elizabeth C. Finch, PT