

TIPS &
TRICKS

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Medical Provider Toolbox



Licensing & Certification

-  License number(s), issue date
-  License type
-  License jurisdictions
-  License status
-  Officers, agents, directors, & links
-  Business classification
-  Board certification status
-  Business status events
-  Confirm required ownership
-  Confirm required licenses

Locations

- 📍 Practice, Office locations - All
- 📍 Telemedicine practice
- 📍 Billing practices & locations
- 📍 Clinic Inspection (internal & external) to validate details, services, equipment
- 📍 Other attached businesses, crossover
- 📍 Distance from patients home/ work
- 📍 Associated phone numbers & links
- 📍 Associated addresses & links
- 📍 Associated mail drops & links

Public Record Actions



Administrative Actions & Orders



Convictions & Citations



Court orders



Probation / probationary license



Judgements



Arbitration awards



Malpractice settlements

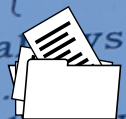


Letters of reprimand



Suits - filed, ongoing, dismissed,

settled



Reporting obligations for complaints

Industry Activity

- ❗ Excluded provider on the OIG DHHS Exclusion List? Why? When?
- ❗ Number of NICB Questionable Claims (QC) Reports
- ❗ NICB cases, findings, complaints, & status
- ❗ NICB reasons for QC / Cases
- ❗ Trends in QC reports
- ❗ Geospatial analysis of QC
- ❗ Frequency (%) linked to other medical or legal providers
- ❗ NPI search to confirm identifiers

Billing / Treatment



Cross check CPT, Diagnosis codes, records, & billing for variances



Billing allowances, rules, procedures



Dates/hours of service against posted open for service, weekends, etc



Duplication & overlapping within provider records & against other providers



Prior & subsequent treatment, injury, incident notes, & preexisting conditions



Variances across billing - CPT, amount, etc



History of billing practices - coding, charges, etc



Types of claims, trends, locations

Evidence

- 🔍 SOAP notes
- 🔍 Patient charts, admission records, treatment logs, therapy notes
- 🔍 Billing records, history, & trends
- 🔍 Provider shift schedules
- 🔍 Provider hours of operation
- 🔍 Clinic inspection details & photos
- 🔍 Video / surveillance / business cams
- 🔍 Organizations policies & procedures
- 🔍 GPS logs to validate visits
- 🔍 Medical audit records
- 🔍 Detailed statements (patients, providers)



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