


FACULTY PRACTICE GROUP – Department of Revenue Integrity		
SECTION:	Revenue Cycle Optimization	POLICY NUMBER: 002
POLICY TITLE:	Revenue Integrity One Time Agreements	PAGE: 1
APPROVALS:		ISSUED: 3/13/18 EFFECTIVE: 07/01/18
SUPERSEDES:		

Policy: Revenue Integrity will effectively support the FPG Physician Billing department by receiving and authorizing one time Agreements (OTA). Agreements signed by the Director of Revenue Integrity will be sent back to the original owner within 7-10 business days, and a copy will be filed with the Office of Revenue Integrity.

Procedure:

1. OTA requests are received from the Physician billing department and forwarded to the Office of Revenue Integrity.
3. Revenue Integrity will review all OTA requests on a daily basis.
4. All One time agreement claims will be paid by utilization of best practice, or 3rd party administrative pricing procedures.
5. Revenue Integrity will respond within 7-10 business days from initial request.
6. If the Director has determined that the claim does not meet the criteria for the expected amount, the claim must be forwarded back to the appropriate PBO staff member for modification.
7. Once the modification is complete, the Director of Revenue integrity will review modifications, approve, and send the signed OTA back to the original owner.
8. A copy of the One time agreement will be filed with the Revenue Integrity office
9. All OTA's are only authorized with a signature from the Director of Revenue Integrity.