

Third Party Services



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Authority	MANAGEMENT	Date of Last Review	September 2018

POLICY

Third Party Services provided by CRCHC will be billable to the party requesting the service. A Third Party Service is defined as any service received by a client which in whole or in part are necessary for the production or completion of a document or transmission of information to satisfy the requirements of a party other than the client.

PROCEDURE for Third Party Services

1. Physician receives a request for information form from the third party along with a release of information form signed by our client.
2. An appointment is scheduled with the client if required by the physician in order to complete the information requested.
3. The physician completes the form and forwards it to the Medical Secretary.
4. The Medical Secretary prepares an invoice to the third party using the "Third Party Fee Schedule Guidelines". These are determined based on the current OMA's "Physician's Guide to Third Party and Other Uninsured Services".
5. The invoice and completed report is mailed to the Third Party. A copy is kept in the client's chart with the date that the report is mailed stamped on the face page.
6. The invoice is forwarded to the Administrative Assistant, and recorded in the invoice spreadsheet.
7. When the cheque is received, it is forwarded to the Administrative Assistant, recorded as paid in the invoice spreadsheet and the cheque stub is filed with the invoice copy. Fees are to be paid at the existing negotiated rate.