


QUALITY STANDARD SYSTEM MANUAL		DOCUMENT NO. QBU 1.0	EFFECTIVITY DATE: November 20, 2014
		PREPARED BY: Marilar F. De Guzman, MD QAM	REVISION NO.: 8
APPROVED BY: Glennnda E. Canlas, MD Medical Director			
SUBJECT: BILLING PROCEDURE			

1.0 OBJECTIVES

- 1.1. To ensure that all patients received for the day are properly recorded.
- 1.2. To ensure that all referral forms with "BILLED TO CREW" note are paid prior to PEME examinations.
- 1.3. To ensure that STATEMENT OF ACCOUNTS are delivered to respective clients in a timely manner.

2.0 SCOPE

This procedure applies to all patients undergoing pre-employment medical examination at Halcyon Marine Healthcare Systems.

3.0 DEFINITION

Billing - is the process of sending statement of accounts to manning agencies, Principals, P&I Clubs and other clients for medical services.

Memorandum of Agreement (MOA)– contract duly signed between Halcyon Marine Healthcare Systems and its clients


PEME packages – a billing reference which states the examination to be made for each package

Referral form – a document duly signed by the clients authorized signatories which serve as an endorsement of each patient. This document is used for billing purposes.

Promissory Note – a written promise to pay by the patient for medical services rendered

HMHS stands for Halcyon Marine Healthcare Systems

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4.0 RESPONSIBILITY AND AUTHORITY

Accounting Supervisor is responsible for ensuring compliance with all aspects of this procedure.


5.0 REFERENCES

- 5.1 Memorandum of Agreement per company
- 5.2 Billing Quality Manual
- 5.3 PEME Packages
- 5.4 Statement of Account
- 5.5 Official Receipts
- 5.6 Referral Forms
- 5.7 Promissory Notes
- 5.8 Notice of Payment
- 5.9 Schedule of Accounts Receivable
- 5.10 P&I Guidelines in Billing
- 5.11 CCL Guidelines in Billing

6.0 POLICIES

- 6.1 Billing is done on a daily basis, preparation and sending of SOA is done on a weekly basis unless the client has special instructions on billing this will be reflected in the MOA of the client.
- 6.2 All patients received for the day should be recorded in the Daily List of Patients
- 6.3 Referral forms with notation, "BILLED TO CREW" must pay the PEME package price before proceeding with the PEME examination. The same


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policy is implemented for patients with repeat and additional examinations.

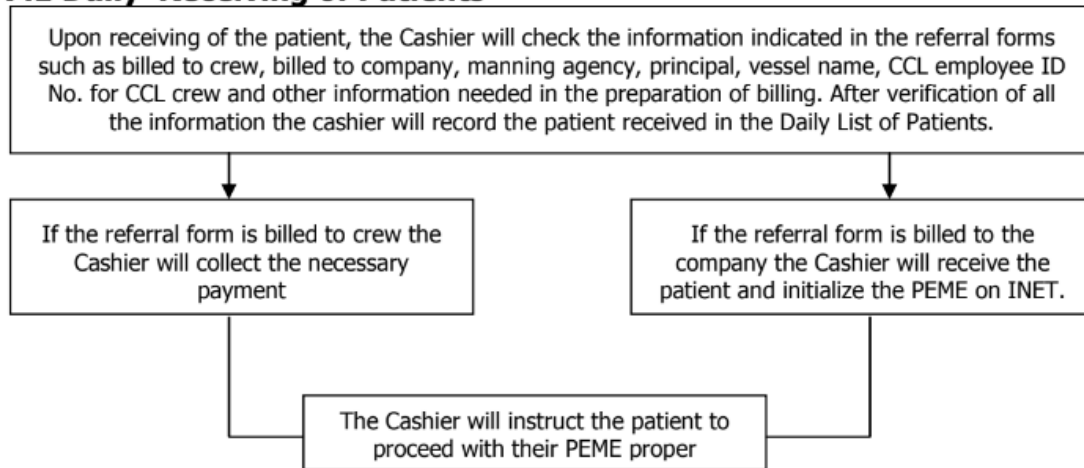
- 6.4 Clients are billed according to the uploaded current PEME package at alpha server.
- 6.5 SOA should be signed by the Accounting Supervisor and must be encoded in the Quickbooks prior to sending to the Client.
- 6.6 Non-conforming SOAs should be retrieved within 24 hours from receiving client report and should be revised and transmitted within 24 to 48 hours.
- 6.7 All verbal billing instructions should be emailed to all concerned personnel. Revision of MOA/PEME package must be undertaken within the same day upon receipt of instructions.

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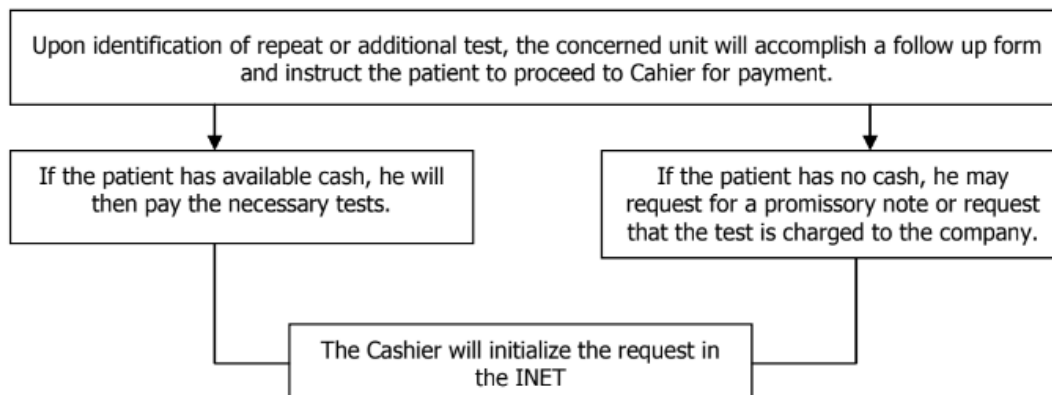
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7.0 PAYMENT PROCEDURE


7.1 Daily Receiving of Patients



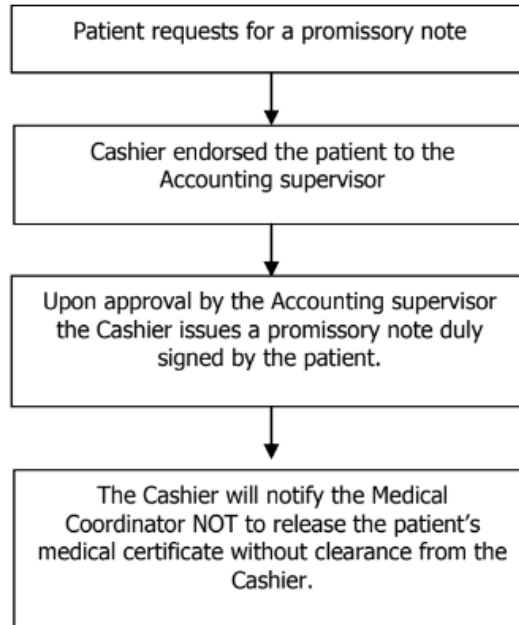
7.2 Payment for Additional & Repeat Test



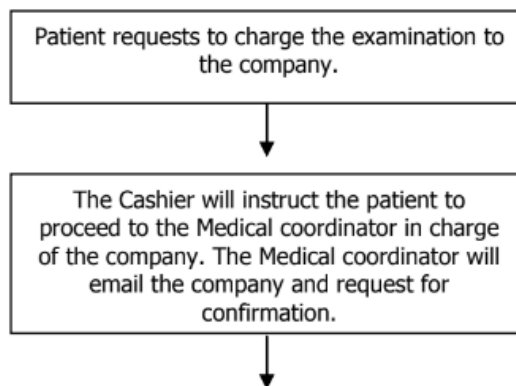
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7.3 Promissory Note

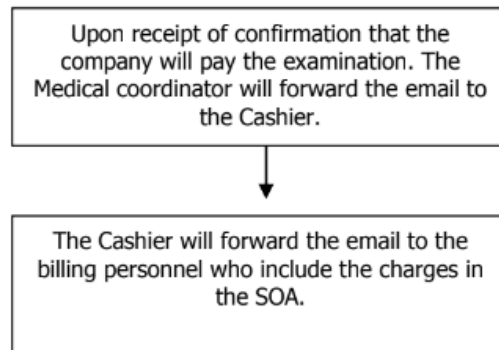


7.4 Charge to the Company




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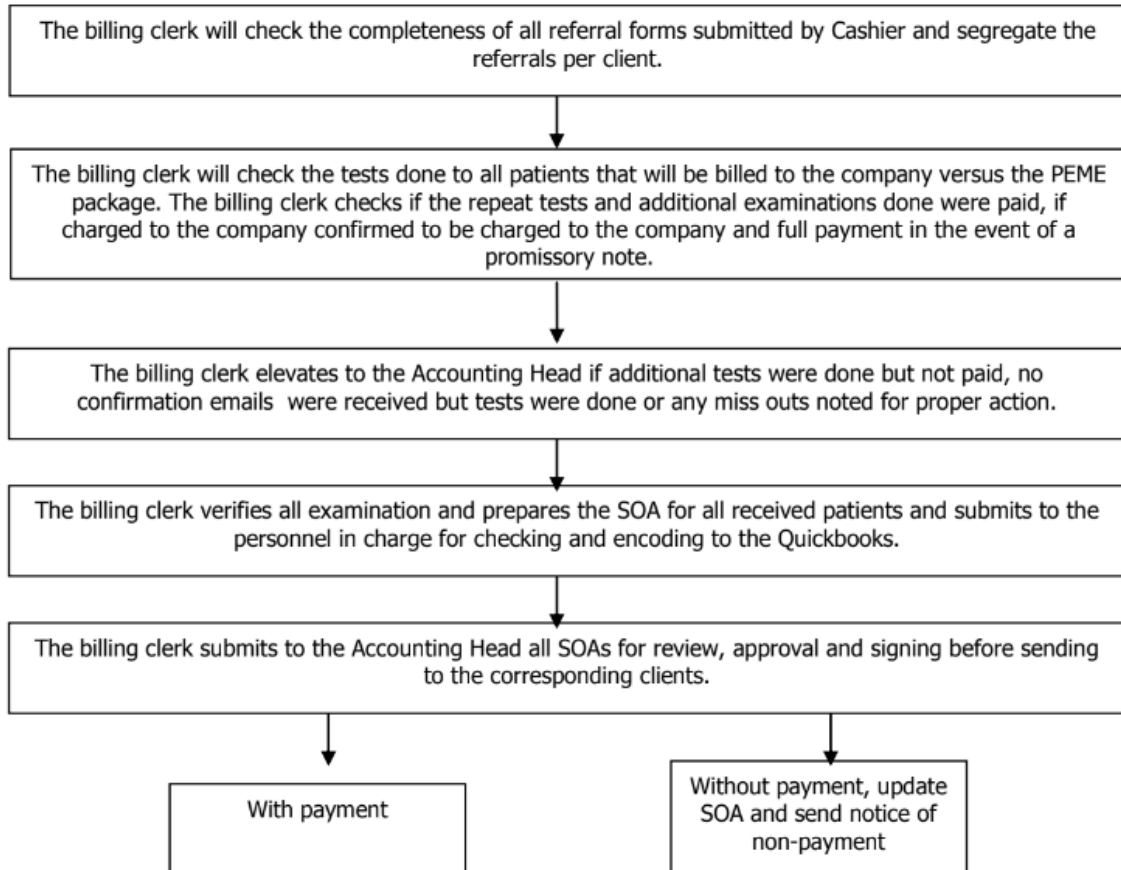
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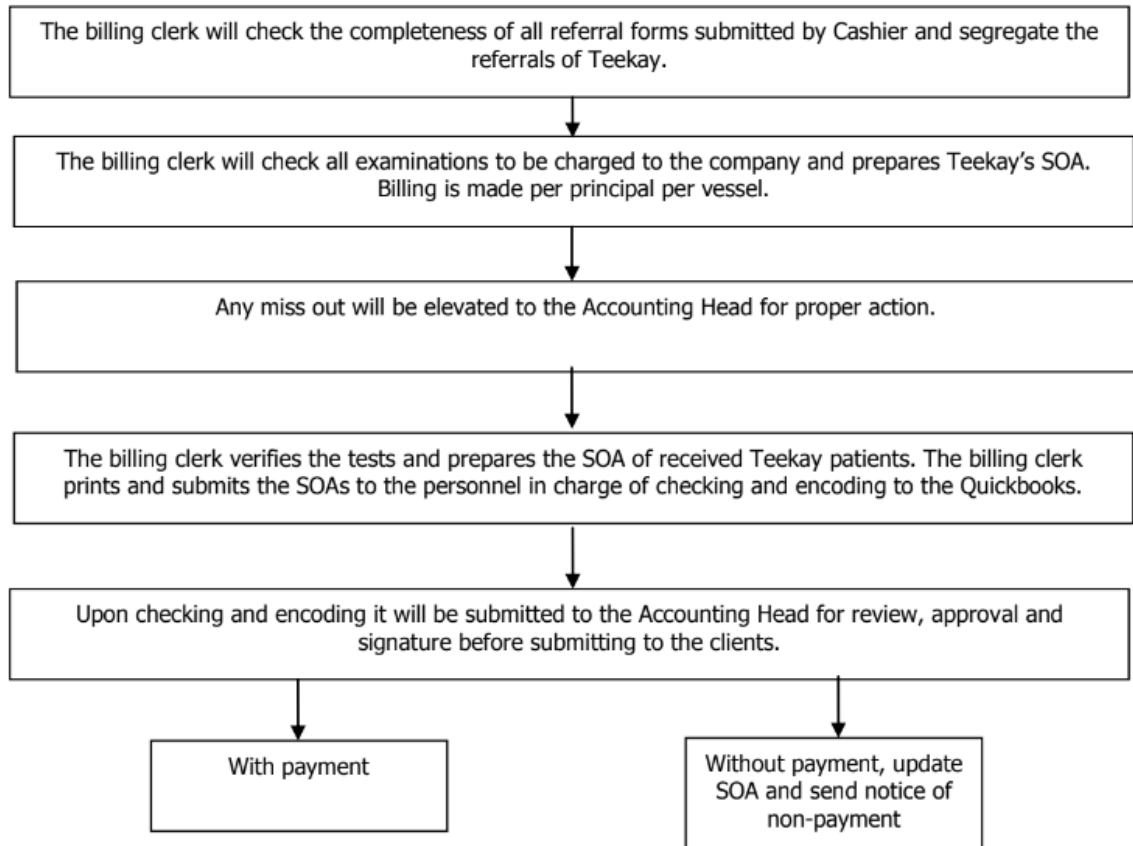
8.0 BILLING PROCEDURE




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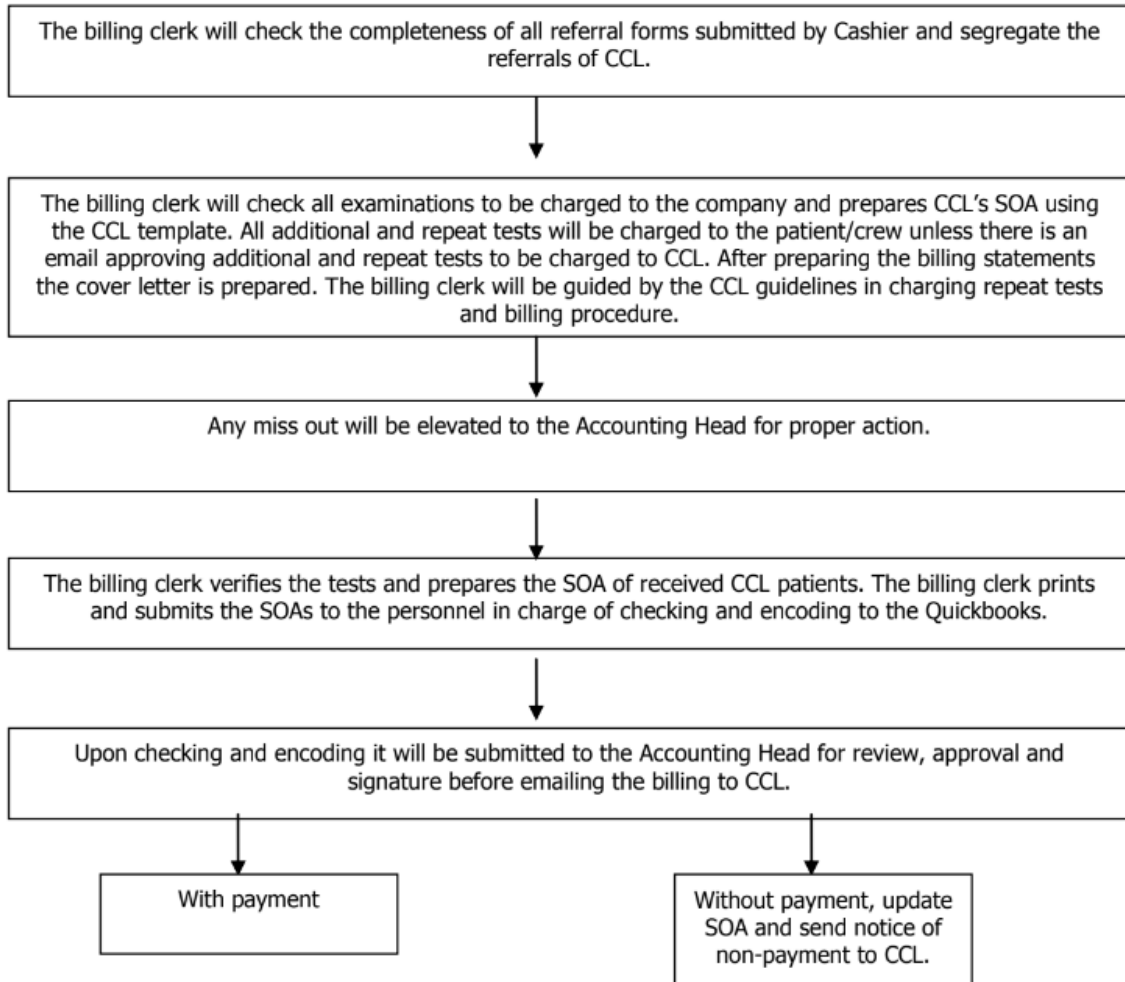
8.1 BILLING PROCEDURE FOR TEEKAY




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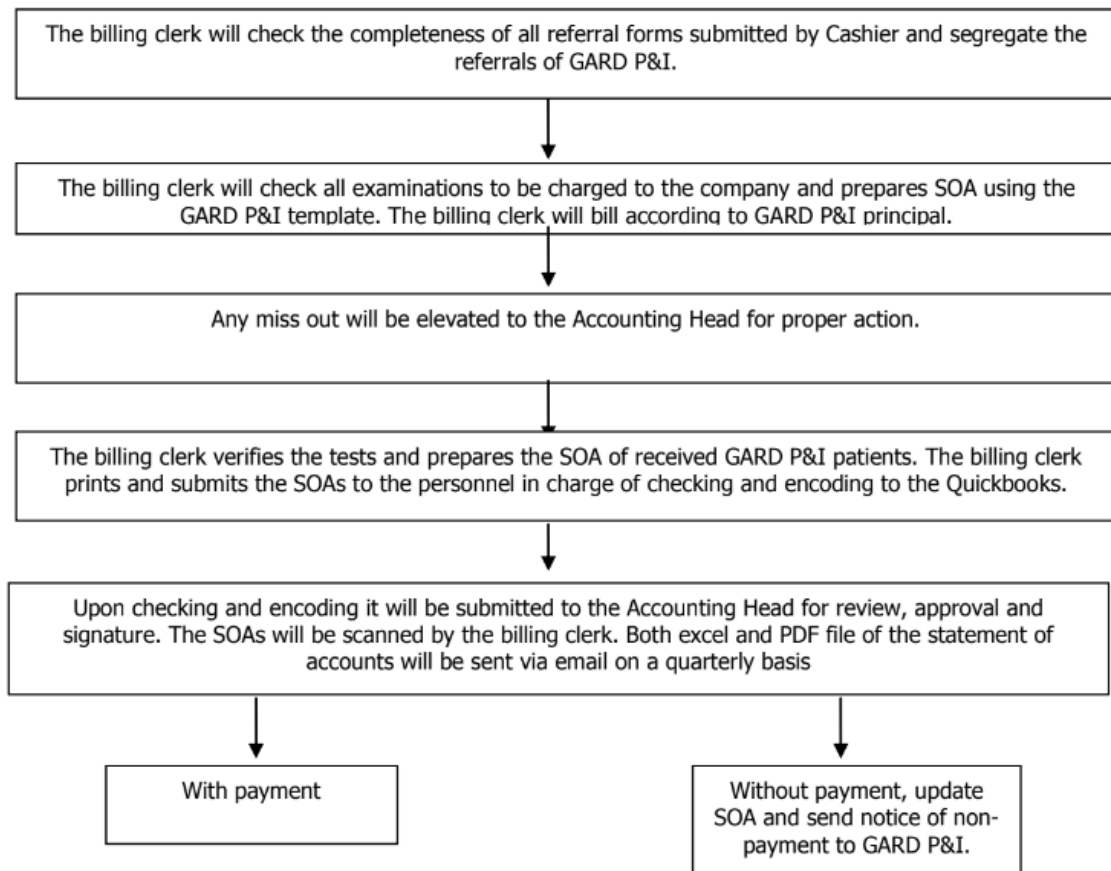
8.2 BILLING PROCEDURE FOR CARNIVAL CRUISE LINES (CCL)




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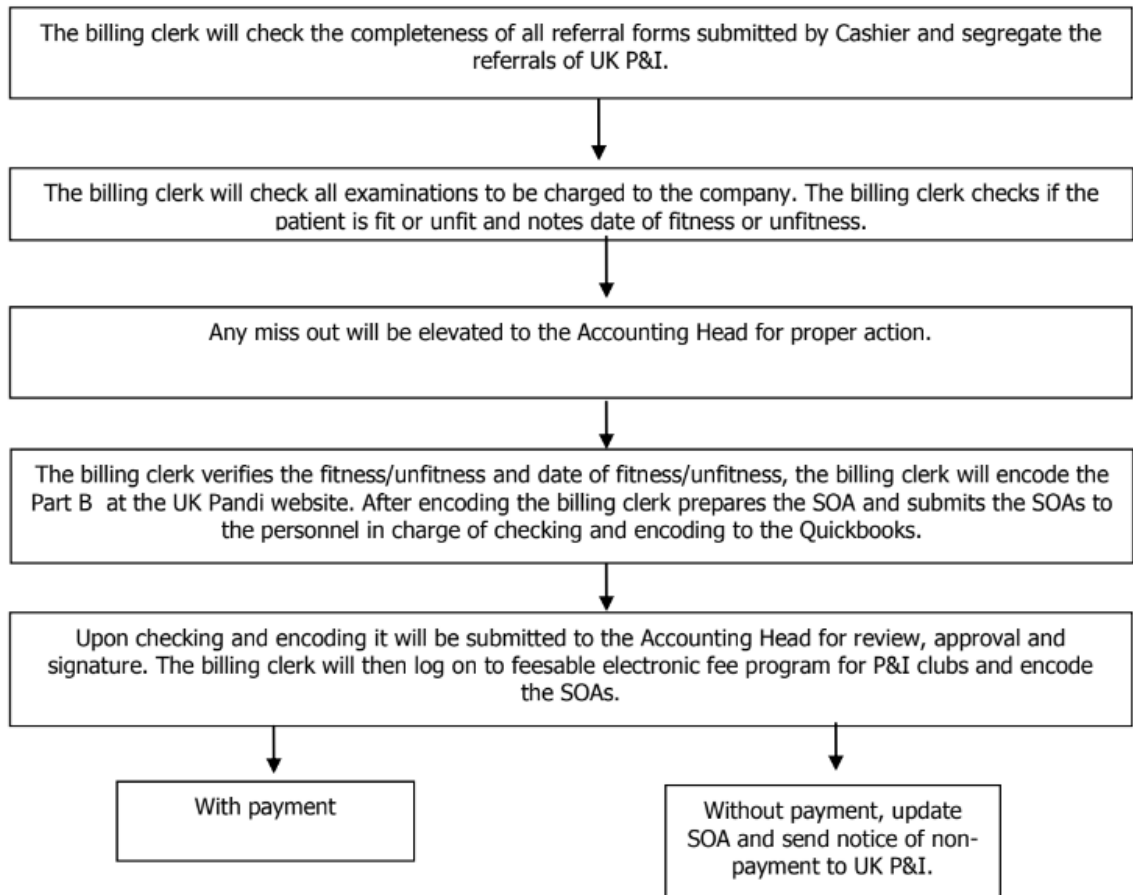
8.3 BILLING PROCEDURE FOR GARD P&I CLUB




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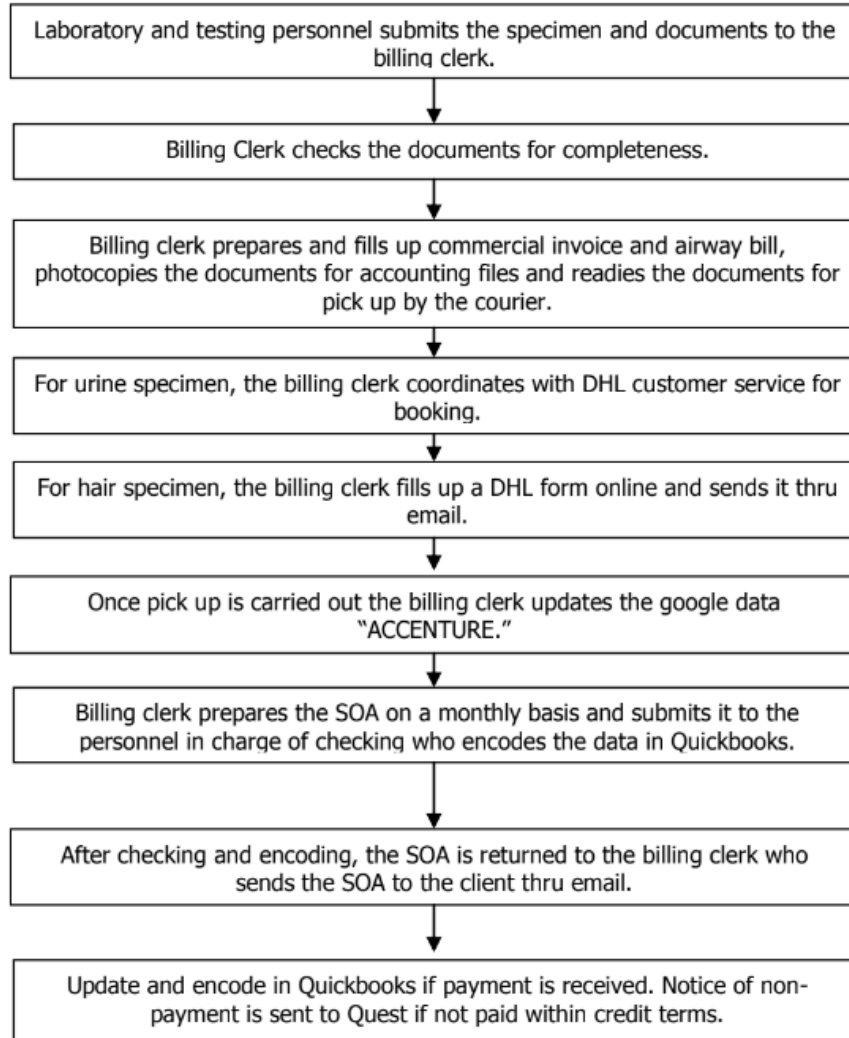
8.4 BILLING PROCEDURE FOR UK P&I




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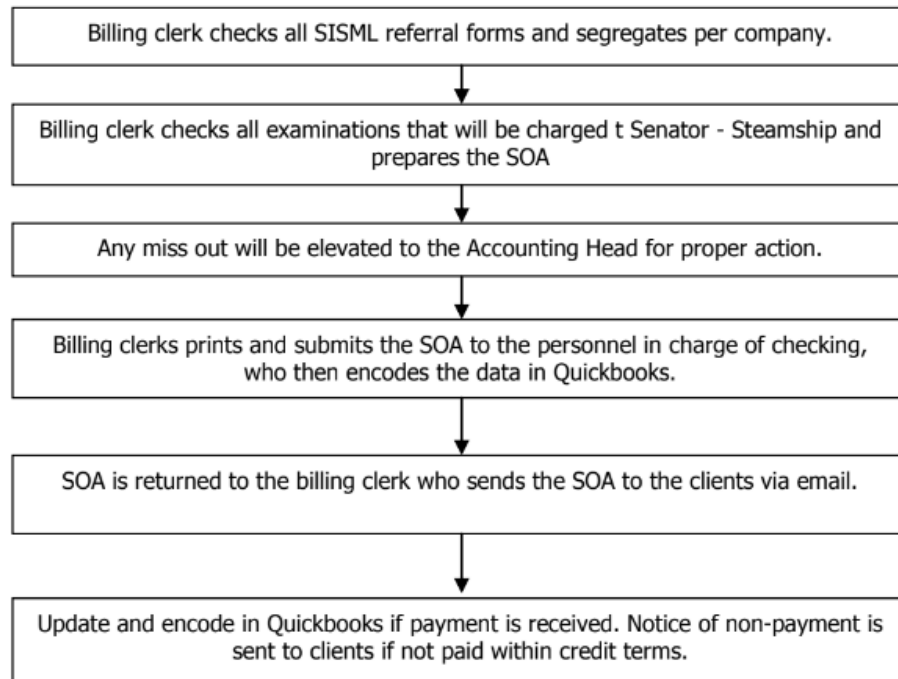
8.5 BILLING PROCEDURE FOR UK QUEST DIAGNOSTICS




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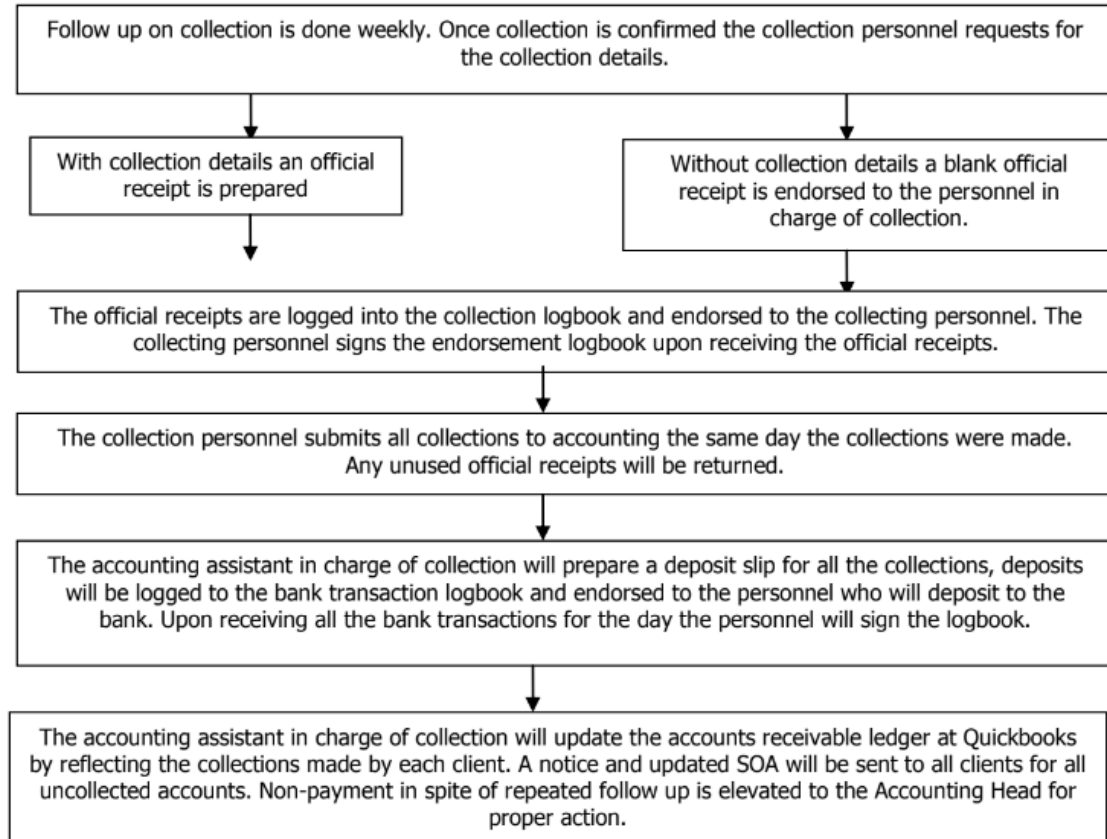
8.6 BILLING PROCEDURE FOR STEAMSHIP




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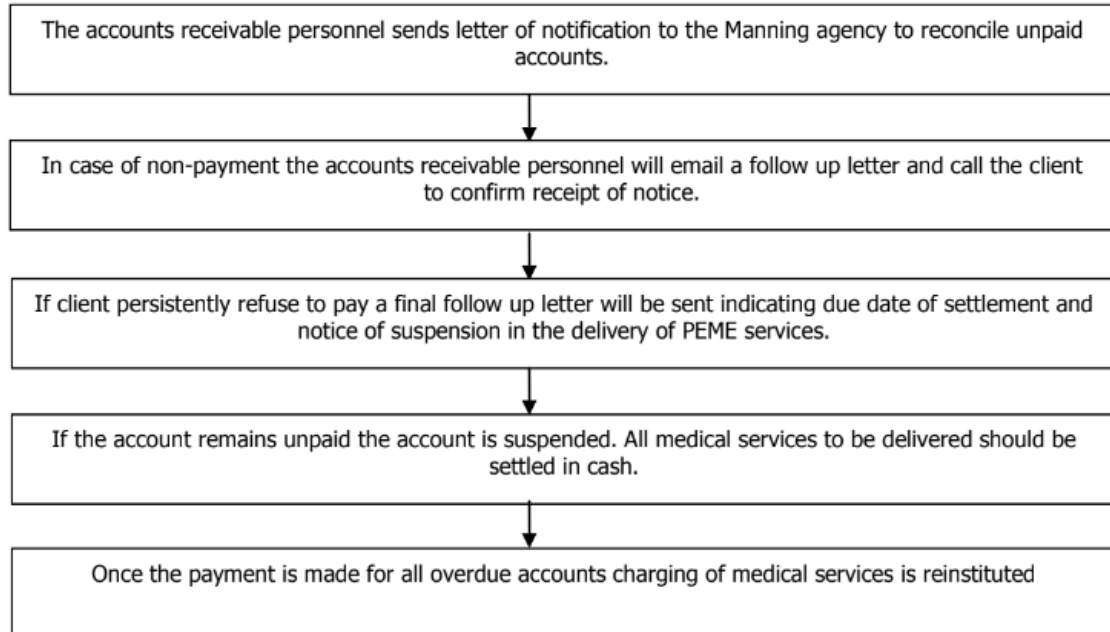
8.7 COLLECTION PROCEDURE




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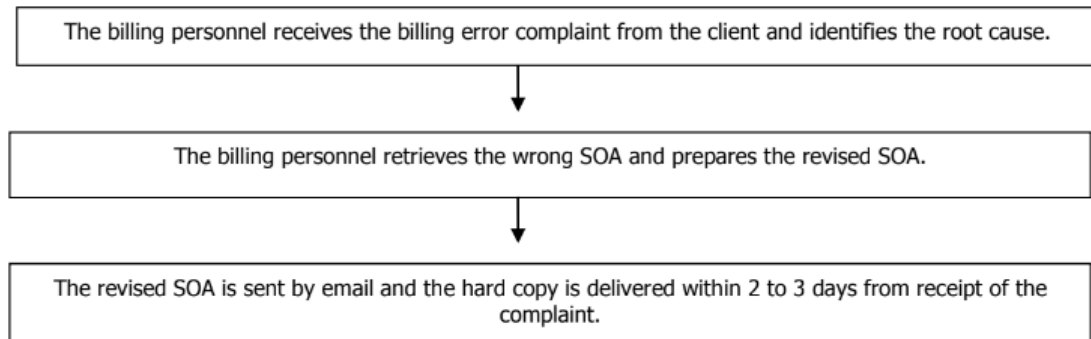
8.8 PROCEDURE FOR OVERDUE ACCOUNTS



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8.9 PROCEDURE FOR NON-CONFORMING SOA



9.0 FORMS

- 9.1. Referral forms
- 9.2. Statement of account
- 9.3. Promissory

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