

Switching anesthesia billing companies checklist

The goal is simple: new claims keep going out, and old claims keep getting worked, every week of the handover.

Before you give notice

- ☐ Read your current contract's notice period and exit terms
- ☐ Confirm who owns your data and how it's handed back
- ☐ Pull a full aging report and denial report
- ☐ Sign the new agreement and a business associate agreement

Data and access

- ☐ Patient and claim history exported
- ☐ Payer list, fee schedules and contracts shared
- ☐ Clearinghouse and portal access moved to the group's name
- ☐ EFT and ERA enrollments confirmed in the group's name

The handover

- ☐ Agreed date when new claims move to the new biller
- ☐ Agreed plan for who works old claims, and until when
- ☐ Facilities told where to send anesthesia records
- ☐ Patient statement and phone line details updated

First 60 days

- ☐ First claims checked for errors
- ☐ Weekly check that payments are posting
- ☐ Old A/R tracked down week by week
- ☐ First monthly report reviewed together