

VERIACCOUNT MAGAZINE

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EXPERIENCED FINANCIAL AND ADVOCACY SERVICES



CONTENTS

**1 PROHOW TO KEEP YOUR
COMPUTER FILES
ORGANIZED**

*Don't lose your calm over files,
follow these tips instead.*

**2 VERIACCOUNT
SERVICE SPOTLIGHT**

*Check out our service of the
month!*

**3 WHY AND WHEN WOULD
A MEDICAL
AUDIT BE NEEDED?**

*We want to trust institutions
to do the right thing but can
we really?*

4 KEEP YOURSELF SHARP!

*Enjoy this month's word
search!*

HOW TO KEEP YOUR COMPUTER FILES ORGANIZED

Keeping your computer files organized is something everyone MUST master in order to prevent stress and overwhelm later on.

Sure it's easy to save or download a file, stick it somewhere random and maybe see it again when you need. The keyword being "maybe" because, by the time you need the file again, you've probably already forgotten where it was in your drive and have definitely forgotten the file name.

These are some great tips to keep your computer files organized:

1. One Place for All Documents

Consider having a "root" folder where you can be more general with your organization.

2. Use everyday language to name your files

Try to stay away from abbreviations, unless you use that abbreviation every day, chances are you won't be able to remember it in the future.

3. Nest Folders Within Folders

It's a good idea to have folders within folders that correspond to the same theme. This strategy saves you visual space.

4. Follow the File Naming Conventions

The name of your file is very important and must be the perfect mix of personal but familiar enough that a stranger can understand what the file is, simply by name.

8. Cull Your Files Regularly

The most important tip to keeping your files organized is to make sure you are deleting the files that no longer serve you.



VeriAccount Service Spotlight



Executive Level Data Entry \$500 And Up

Let VeriAccount specialize in the details so that you can focus on growing your business! Our executive-level data entry service is a great fit for small or corporate businesses. Leave the stress of QuickBooks data entry and tracking expenses to VeriAccount!

We offer single-time or monthly terms for expense tracking.

Packages starting at \$500, with pricing dependent on consultation.

WHY AND WHEN WOULD A MEDICAL AUDIT BE NEEDED?

A medical audit would be needed to protect against fraudulent claims and billing activity. It also helps identify and correct problem areas before insurance or government payers challenge inappropriate coding. Medical audits highlight payment deficiencies and opportunities for appropriate payment. Bill appropriately for documented procedures and services.

Can the patient be an auditor?

The short answer is no.

Let's explore why:

Patients are largely insulated from actual medical costs and therefore from waste, fraud, and abuse in medical payments. Patients also often lack the knowledge and incentive to audit a statement that explains, in incomprehensible detail, the expenditure of someone else's money.

High-deductible health plans may also act to change the incentives! Insurance premiums (and taxes) will most likely rise for you if your medical bills go unchecked, this is why medical billing audits are so important.

However, it remains the health plan's responsibility to act in the place of the consumer and to replace wrongful financial incentives with efficient systems, purposeful oversight, and effective monitoring to combat fraud and abuse. But as we all know, this doesn't always happen.

Bottom line, it's better to get an auditor or professional to examine, review, audit your insurance plan..etc.

Here are some examples might of misrepresentation or fraud:

A. The physician's office manager or biller may be submitting additional expensive service codes in connection with an embezzlement scheme.

B. The home infusion vendor, under new management, maybe billed for more frequent, more expensive, or fictitious services, in collusion with a collaborating physician.

KEEP YOURSELF SHARP!

We challenge you to find all of these words!

VeriAccount Word Search

S	D	A	A	E	O	T	E	L	O	T	A	G	I
T	I	R	R	I	H	N	R	N	N	N	E	U	R
E	R	P	T	I	A	E	A	E	I	U	N	I	O
W	E	H	N	C	N	A	M	S	M	O	N	D	I
A	C	O	S	S	G	E	D	A	S	S	O	A	E
R	T	R	O	R	G	A	N	I	Z	E	C	N	S
D	I	I	N	A	S	I	C	G	I	I	T	C	I
S	O	E	N	I	U	A	E	M	I	L	C	E	D
H	N	A	I	E	L	O	R	T	N	O	C	N	U
I	M	R	N	G	R	O	T	I	T	I	R	U	P
P	R	O	R	E	G	U	L	A	T	I	O	N	L
O	P	E	R	A	T	I	O	N	W	A	S	A	A
A	D	M	I	N	I	S	T	R	A	T	I	O	N
R	O	N	N	O	I	S	I	V	R	E	P	U	S

DIRECTION
REGULATION
ASSET
ORGANIZE
CONTROL
OPERATION
PLAN
GUIDANCE
SUPERVISION
ADMINISTRATION
MANAGEMENT
STEWARDSHIP