



THIRD-PARTY PRODUCTION | ONBOARDING INTAKE

Outsourced coding • Billing operations • A/R • Denial production

01 ORGANIZATION & PRODUCTION CONTACTS

Legal entity / DBA / location(s): _____

Primary operations contact / email: _____

Technical / compliance contact: _____

Specialties / care settings / provider count: _____

EHR / PM / encoder / clearinghouse: _____

02 CHOOSE PRODUCTION LANES

☒ CODING PRODUCTION

Professional / facility / IP / OP / HCC

☒ BILLING & CLAIMS

Charge entry, edits, submissions and follow-up

☒ A/R & DENIALS

Work queues, appeals and aged inventory

☒ QUALITY SUPPORT

QA sampling, feedback and escalation

03 VOLUME, SLAS & WORKFLOW

Monthly encounters / claims / records: _____

Backlog inventory and oldest aging bucket: _____

Work hours / timezone / expected start: _____

Turnaround time (TAT) target / escalation threshold: _____

Staffing model / dedicated or overflow: _____

Work allocation / queue assignment owner: _____

04 KPI BASELINE & PROPOSED TARGETS

Measure	Current baseline	Proposed target
Productivity (records/claims per FTE-day)	_____	_____
Coding QA accuracy / error rate	_____	_____
Turnaround time / SLA attainment	_____	_____
Clean-claim or first-pass acceptance	_____	_____
Initial denial rate / avoidable denials	_____	_____
A/R >90 days / aging mix	_____	_____

Specify reporting period, data source, definitions, exclusions and case mix at kickoff. Targets are negotiated, not guaranteed.

05 ACCESS, SECURITY & APPROVAL

☐ Role-based access ☐ MFA ☐ Secure file transfer ☐ BAA review ☐ Audit logs ☐ Payer rules ☐ Training

System access approver / onboarding owner: _____

Authorized representative / signature / date: _____

Do not send patient data through this form. Production begins only after executed agreements, security review, and documented access approval.