

Glossary of Common Terms

The following is a Glossary of some common Clinic Pro and medical billing terminology and what they mean and/or relate to within Clinic Pro.

ANSI: (American National Standard Institute) The format of billing file utilized in the current medical billing industry. On a technical level, it uses ANSI X12 4010 837 Professional format.

CPT: The Common Procedural Terminology code, set up in the Procedures & Fees list. These are also provided in the HCPCS coding guide, published by the AMA every year.

EDI: Electronic Data Interchange. This refers to the department of whatever organization the files are sent for electronic billing claims.

ICD9: Diagnosis codes, as defined by the AMA, published and updated every year. The Primary diagnosis will be defined as the first Diagnosis code (Dx1) and the other boxes are all additional (or supporting) Diagnosis codes.

Insured Person vs. Responsible Party: The **insured person** is the person who holds the contract for the insurance coverage. This is most often "Self", but can be coverage from a spouse, parent, or many other circumstances. The **responsible party** is who will be sent bills for any Patient Balance, such as co-pays or deductibles. This is defaulted to self-responsible as well, but minor's charges should be billed to their guardians, or couples billed to only one individual, etc.

HCFA: The paper billing, standard CMS-1500 form. This is often referred to as CMS forms, 1500 forms, or HCFA forms. The pre-printed forms for use with government insurance companies are traditionally red and white.

PIN: Provider Identification Number. Input under Staff Doctors: Provider IDs.

POTA: Payment Other Than Anticipated. This is for submitting Claim Status Inquiries.

Server: The computer in the office that hosts Clinic Pro, meaning it is physically installed on that machine. It is the computer that has to be turned on in order for the other Workstations to access Clinic Pro. This is sometimes referred to as your "Main" computer. In normal installs, this computer will have a VCPRO folder on the Local Disk (C :).

Workstation: The computer(s) in the office that access' Clinic Pro from the server via some sort of network connection. These are the computer(s) that cannot access Clinic Pro when the server is shut off. These computer(s) do not have VCPRO folders usually. These computer(s) typically access Clinic Pro through a mapped Network Drive - to the server - on the My Computer window.