

Administrative Team Forms Package

Get your Administrative Team up to date NOW!!!!

Package Includes:

Patient Care Coordinator Forms

- 6 Months Past Due Continuing Care Letter
- 18 Months Over due Continuing Care-Postcard
- Disclaimers for Health History
- Health History Form
- New Patient Cycle & Protocols
- Welcome to Our Practice Letter

Consent Forms & Letters

- Diagnosed Treatment Letter
- Fire the Patient Letter
- Informed Consent Form

Financial & Insurance Coordinator Forms

- 90 Day Payment Agreement
- 90 Day Reply Letter
- Checklist for Insurance Claims on Major Restorative
- Collection Letter
- Helpful Collection Tips & Strategies
- Instructions on Monitoring Accounts Receivable
- Insurance Breakdown Sheet
- Large Balance Offer 10% Courtesy
- Narrative for Dental Services
- Narrative for Sample Insurance Claim
- Sample Letter to Patient When Dropping Insurance
- Small Balance Letter Sample

Verbal Skills

- Do Say/Don't Say Phrases
- Financial Arrangements
- Treatment Recommendations
- Financial & Insurance Issues

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***Administrative
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\$259.95

