



ADL Invoice Detail for Clients/Facilities and Credit Requests

Invoices:

Invoices are distributed by the fourth working day of the new month. Invoices contain your current months detail along with any outstanding balances or credits.

- 1.) The first page of the invoice is a summary billing activity for all completed testing in the current month.
- 2.) The next page on the top right-hand side contains the following:
 - a.) If there is an outstanding balance it will be displayed by the aging cycle 0-30 days, 60-90 etc.
 - b.) The next field contains any patients credited to your account and any payments applied to your account.
NOTE: If credit exists on your account from a previous overpayment or from credits applied which you requested, these are not automatically applied to your account. This is reflected by Unapplied Credit.
 - c.) The next field is Subtotal: this is a subtotal of your outstanding balance (not including the current invoice).
 - d.) Current charges field: charges for current month's invoice.
 - e.) Last field: Total Due Now

ATLANTIC DIAGNOSTIC LABORATORY 3520 PROGRESS DRIVE SUITE C BENSALEM PA 19020 267-525-2470 x264 FEDERAL TAX ID: INVOICE NUMBER: 666555999	ACCT CODE 4003	AMT DUE 1046.79	DATE 5/5/2019	PAGE # 1																								
YOUR ACCOUNT NAME YOUR ACCOUNT ADDRESS	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Place Invoice Number on Check</div>																											
<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">DATE</th> <th style="text-align: left;">DESCRIPTION</th> <th style="text-align: right;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td></td> <td>0 - 30 DAY BALANCE</td> <td style="text-align: right;">1033.69</td> </tr> <tr> <td></td> <td>61 - 90 DAY BALANCE</td> <td style="text-align: right;">28.27</td> </tr> <tr> <td></td> <td>CLI PMT: 03/01/19, CK#14566</td> <td style="text-align: right;">28.27 -</td> </tr> <tr> <td></td> <td>SUBTOTAL</td> <td style="text-align: right;">1033.69</td> </tr> <tr> <td></td> <td>CURRENT CHARGES</td> <td style="text-align: right;">955.33</td> </tr> <tr> <td></td> <td>UNAPPLIED CREDIT</td> <td style="text-align: right;">942.23 -</td> </tr> <tr> <td></td> <td>TOTAL NOW DUE</td> <td style="text-align: right;">1046.79</td> </tr> </tbody> </table>	DATE	DESCRIPTION	AMOUNT		0 - 30 DAY BALANCE	1033.69		61 - 90 DAY BALANCE	28.27		CLI PMT: 03/01/19, CK#14566	28.27 -		SUBTOTAL	1033.69		CURRENT CHARGES	955.33		UNAPPLIED CREDIT	942.23 -		TOTAL NOW DUE	1046.79	<div style="margin-bottom: 10px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Outstanding balance</div> </div> <div style="margin-bottom: 10px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Credits and/or Payments applied to your account</div> </div> <div style="margin-bottom: 10px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Balance not including current invoice</div> </div> <div style="margin-bottom: 10px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">To request credit: write required updated information near patient name (submit before end of billing cycle) Credit will appear on next invoice</div> </div> <div style="margin-bottom: 10px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Current month charges</div> </div> <div style="margin-bottom: 10px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Credit from previous overpayment or applied which you requested</div> </div> <div style="margin-bottom: 10px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Subtract unapplied credit before payment to avoid overpayment!</div> </div>			
DATE	DESCRIPTION	AMOUNT																										
	0 - 30 DAY BALANCE	1033.69																										
	61 - 90 DAY BALANCE	28.27																										
	CLI PMT: 03/01/19, CK#14566	28.27 -																										
	SUBTOTAL	1033.69																										
	CURRENT CHARGES	955.33																										
	UNAPPLIED CREDIT	942.23 -																										
	TOTAL NOW DUE	1046.79																										
<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">DATE</th> <th style="text-align: left;">ACCN#</th> <th style="text-align: left;">PATIENT</th> <th style="text-align: left;">SSN</th> <th style="text-align: left;">DOB</th> <th style="text-align: left;">CPT CODE</th> <th style="text-align: left;">SERVID</th> <th style="text-align: left;">DESCRIPTION</th> <th style="text-align: right;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>4/13/19</td> <td>3333333</td> <td>Doe, Jane</td> <td>9999999999</td> <td>1/1/34</td> <td>85666</td> <td>1138</td> <td>TSH</td> <td style="text-align: right;">15.00</td> </tr> </tbody> </table>	DATE	ACCN#	PATIENT	SSN	DOB	CPT CODE	SERVID	DESCRIPTION	AMOUNT	4/13/19	3333333	Doe, Jane	9999999999	1/1/34	85666	1138	TSH	15.00	SUMMARY FOR: DOE, JANE									
DATE	ACCN#	PATIENT	SSN	DOB	CPT CODE	SERVID	DESCRIPTION	AMOUNT																				
4/13/19	3333333	Doe, Jane	9999999999	1/1/34	85666	1138	TSH	15.00																				
					PATIENT NOT ELIGIBLE ON DOS																							
					<div style="border: 1px solid black; padding: 2px; display: inline-block;">Why patient is on invoice</div>																							

Payment of 'total due now' amount, subtract your unapplied credit before payment to avoid overpayment. If you are only paying one outstanding invoice (reflected in the aging cycle) and want to apply the unapplied credit, subtract that from the total amount due of that invoice only. When ADL receives your check, which is less than the total amount due we will apply the unapplied credit to that invoice payment.

For questions regarding Client Invoicing please contact:

Jessica Buck at 267-525-2470 extension 232.

Thank You!

ADL Invoice Detail for Clients/Facilities and Credit Requests

Paying your Invoice:

- 1.) To ensure proper distribution of your payment and to avoid discrepancies between your accounting department and ADL's accounting department, the invoice number MUST be on your check.
- 2.) If an invoice number is not on your check and you have not paid the full amount, the payment will be applied to your outstanding balance.

Understanding the Invoice (Why are patients listed on your invoice?):

- a.) The patient's insurance is inactive/terminated.
- b.) **Your facility is paid an all-inclusive rate for the patient's insurance.
- c.) The patient is a Medicaid covered patient with a third-party liability and ADL does not have the identification number to bill.
- d.) **The testing ordered is not covered by Behavioral Health.
- e.) **Patient's insurance is capitated to another lab.
- f.) **Duplicate testing is ordered on the same day.
- g.) ADL tried several attempts to obtain the patient's current insurance and has been unsuccessful.
- h.) Eligibility was unable to be obtained because the social security number and/or date of birth is incomplete or incorrect.
- i.) Other reasons are indicated with a short message explaining why it is on your invoice.

****Note: No credit can be given for the above listed letter B, D, E or F.**

Client Credits:

To request a credit please write directly on the invoice. Provide the required updated information for ADL to submit the bill:

- a.) Patient's current insurance company name.
- b.) Patient's complete insurance identification number including letters
- c.) Patient's social security number, if listed is incorrectly.
- d.) Verify that the patient's date of birth is listed correctly (if not listed please provide).
 - i. Upon receipt of information ADL will check the patient's eligibility.
 - ii. ADL will check the original requisition form to ensure compliance.
 - iii. If compliant information is needed you will receive a 'missing signature letter' or a phone call as describe in the Billing Instruction Memo on our website.
 - iv. If a credit is issued ADL will remove the patient from your invoice.
 - v. If ADL never receives the missing compliance documents this credit will be retracted and appear on a future invoice. To avoid this retraction please provide all compliant information.
 - vi. All credits will appear on your next invoice.

For questions regarding Client Invoicing please contact:

Jessica Buck at 267-525-2470 extension 232.

Thank You!