



Guide: How to Keep Medical Bills Organized

After a visit to your doctor, or a hospital or skilled nursing facility stay, you may receive many different documents. It is important to keep these medical bills, payment statements, receipts, prescription information and claim forms together and in order.

This can be an overwhelming task, so try these eight helpful tips for a less stressful, and more organized, process.



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Tip #1: Determine Who Will Bill Your Insurance

Always ask whether a provider (hospital, physician, home care service, etc.) will bill all of your insurance directly on your behalf. It's also important to find out if they accept Medicare.



Even if they agree to bill your insurance company, keep in mind that you will regularly receive bills, statements and explanation of benefits (EOB) forms that include responses from the insurance company.

If the provider will not bill your insurance, you will then be required to submit the bill yourself, or have someone assist you in filing with your insurance company.



Tip #2: Use an Accordion Folder To Get Organized

Use a large accordion folder with several pockets to keep all of your paperwork organized. Several plain folders will also work. You will need to label the pockets or individual folders for the following:

- Each provider of service
- Prescription information
- Extra insurance forms
- Miscellaneous

Tip #3: Review Each Bill Carefully

Read each bill or statement carefully. Review the following information:

- Name of the provider
- Address of the provider
- Account number
- Date and charge for service
- Description of service
- Your name and Medicare and/or other insurance information
- Phone number to call with questions

Make sure you understand the bill. If you have any questions, call the number on the statement for clarification.



Tip #4: Sort Your Documents

Look for the service date (the date you received the service) and the total amount of the charge on your medical bills and statements. This will help you sort and organize the documents related to each provider.



Tip #5: Organize Your Documents

Remember to review the explanation of benefits (EOB) form first. This will state whether a charge was paid, denied or if additional information is needed. If there is nothing for you to do, then file the form in the folder or divider assigned to that service provider.



Tip #6: File with Supplemental Insurance

If insurance has paid on the claim, then the supplemental insurance can be billed. And, if the service provider is handling this for you, then simply file the insurance payment form in the correct provider folder or divider.



However, if you must file with your secondary insurance, then make a photocopy of the explanation of benefits (EOB) form and the provider bill. Print your supplemental identification number on the copies, then mail both the explanation form and the itemized bill, if required, to the insurance company.

* Please note that some insurance companies require their own claim form to also be included. If you have one of these companies, follow their procedure.



Tip # 7: File Your Paid Bills

As each provider charge is paid by your insurance and there is no remaining balance, mark the bill as paid. File together the provider statement, the explanation of benefits (EOB) form and any other insurance determination of benefits form in the proper folder or divider.



Tip #8: Track Payments

To keep track of all the payments, make a record of the information on a sheet of paper for easy review.

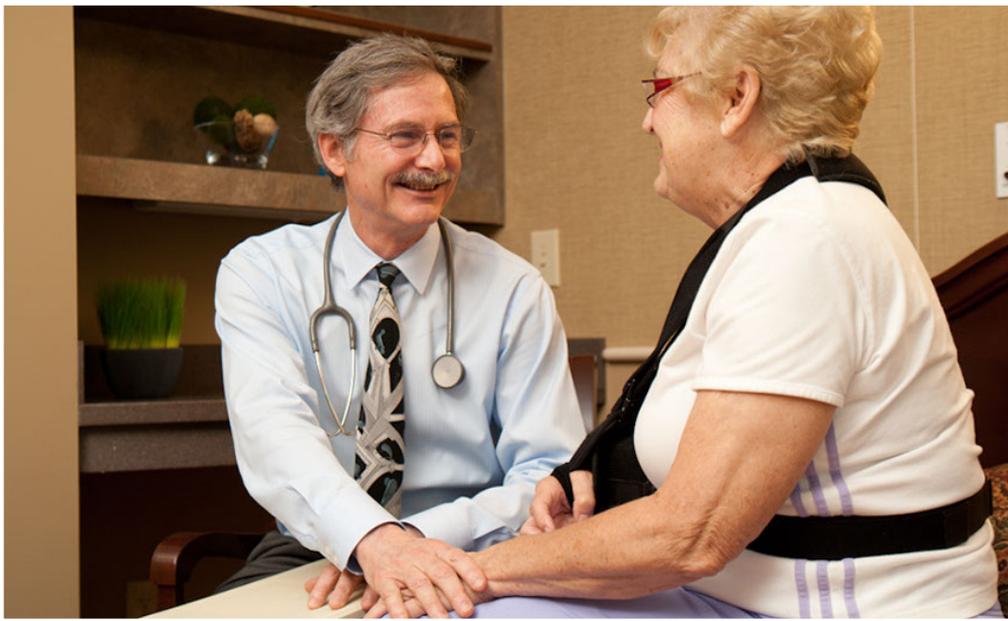
Make a list of the following:

- Provider of service
- Account number
- Date of service
- Total charge for service
- Amount paid by Medicare
- Amount paid by insurance
- Payment you may have made



Questions About Post-Hospital Rehabilitation? Contact Us!

If you have additional questions related to post-hospital rehabilitation or bills that you have received from your services at one of the MacIntosh communities, please contact us. We're here to help!



That's the MacIntosh Difference.

[Contact us online](#) or give us a call at [\(614\)345-0550](tel:(614)345-0550).

