

# MSB Online Billing Course

## Getting Started with Medical Services Branch

### OVERVIEW

It is important that that all physicians are aware of their ***billing obligations*** as outlined in their Direct Payment Agreement with Medical Services Branch (MSB), the Physician Payment Schedule and *The Saskatchewan Medical Care Insurance Act*.

Physicians are personally responsible for all billings submitted under their MSB-assigned billing number. Physicians who are receiving direct payment through the publically funded system have signed a Direct Payment Agreement with MSB. This agreement stipulates the manner in which services must be submitted for payment and all physicians should be aware of their responsibilities.

***This course is voluntary; however, MSB would strongly encourage new physicians and any physician with or without billing experience to avail themselves of this important resource.***

### WHAT WILL THE COURSE TEACH ME?

The course is intended to teach the concept of billing, how to apply billing codes to specific scenarios, and to ensure physicians are aware of their legislative, regulatory, professional and ethical obligations related to claiming and receiving payment for physician services provided via the submission of billings through the publicly funded system. See page 2 for specific course outline.

### WHO IS THE COURSE SUITABLE FOR?

This course was developed with a view to prioritizing new billers (physicians, billing staff or clerks, other persons interested in learning about physician billing) who have never billed before or have a limited knowledge of billing practices, such as residents newly entering practice or physicians/staff new to the province, etc. This course would also be suitable for those who would benefit from a 'billing refresher'.

### HOW DO I SIGN-UP FOR THE COURSE?

Persons interested in signing up can self-register at this link:

<https://msbonlinebillingcourse.litmos.com/self-signup/>

### IS THERE A COST ASSOCIATED WITH THE COURSE?

No, there is no cost to take the course. MSB provides this service free of charge.

### FOR MORE INFORMATION:

- Medical Services Branch, Claims Analysis Unit 306-787-3454

**COURSE OUTLINE:****Module 1: Getting Started with Medical Services Branch**

- Getting Started with MSB
- Physician's Billing Obligations
- Modes of Payment
- Claim Processing
- Documentation Requirements
- Non-insured Services
- Introduction to the Physician Payment Schedule
- Payment Integrity

**Module 2: Physician's Billing Obligations**

- Legislation
- Direct Payment Agreement
- Payment Schedule Policy

**Module 3: Modes of Payment**

- Fee-for-service (FFS)
- Alternate payment physicians (APP)
- Primary health contracts
- Shadow Billing

**Module 4: Claims Processing**

- Submission of Claims
- Retrieving Claims
- Reconciling Claims
- Time Limit
- Coverage questions
- Reciprocal billing
- WCB Claims

**Module 5: Documentation requirements****Module 6: Non-Insured Services**

- Uninsured services
- Services provided by someone other than the physician
- Requesting Services to be Insured in the Payment Schedule

**Module 7: Introduction to the Payment Schedule**

- Payment Schedule Introduction
- Explanatory Codes
- Components of a Service code
- Classification of Services
- Application of service codes

**Module 8: Payment Integrity - Audit**

- Overview of Routine Audit
- Routine Audit Explanatory Codes
- Submitting Documentation
- Patient Verifications
- Joint Medical Professional Review Committee