YOUR  
LOGO

**COMPANY NAME**

MEDICAL-BILLING AUDIT PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to conduct a Medical-Billing Audit. We specialize in helping healthcare providers ensure accurate billing practices, minimize revenue leakage, and maintain compliance with regulations.  
  
This proposal outlines our approach to conducting a thorough audit of [Client Name]'s medical billing processes.

# Project Objectives

The primary goals are:  
  
- Identify billing inaccuracies and coding errors  
- Ensure compliance with healthcare billing regulations (e.g., HIPAA, Medicare)  
- Improve revenue cycle efficiency and reimbursement accuracy  
- Provide actionable recommendations for process improvements

# Proposed Services

Our medical-billing audit services include:  
  
- Comprehensive review of billing and coding practices  
- Analysis of claims data and payment records  
- Identification of underbilling, overbilling, and denied claims  
- Review of documentation for compliance and accuracy  
- Recommendations for corrective actions and staff training  
- Post-audit support and follow-up assessments

# Scope of Work

Scope includes:  
  
- Initial consultation and data collection  
- Detailed review of a sample of claims and billing processes  
- Identification of discrepancies and compliance issues  
- Preparation of an audit report with findings and recommendations  
- Post-audit consultation and support

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Initial Consultation & Data Collection | Gather claims data and billing records | [Start Date] |
| Audit & Analysis | Review billing practices and identify discrepancies | [Date] |
| Reporting & Recommendations | Prepare audit report and suggest corrective actions | [Date] |
| Post-Audit Support | Provide follow-up consultation and process optimization | [Completion Date] |

# Pricing

Estimated cost breakdown for medical-billing audit services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Claims Data Review | Analyze submitted claims and payment records | [Amount] |
| Coding & Documentation Audit | Assess coding accuracy and documentation compliance | [Amount] |
| Reporting & Recommendations | Deliver audit findings and improvement plan | [Amount] |
| Post-Audit Support | Provide follow-up guidance and staff training | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a trusted provider of medical billing audits and revenue cycle management solutions.  
  
- Experience: [X] years in medical billing compliance and auditing  
- Expertise: Coding accuracy, claims analysis, regulatory compliance  
- Mission: To help healthcare providers enhance billing accuracy, ensure compliance, and optimize revenue

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Medical billing audit for a multi-specialty clinic  
- Outcome: Recovered lost revenue and improved billing accuracy by 20%  
  
Testimonial:  
“[Your Company Name] provided a thorough audit that helped us identify and correct critical billing issues, significantly improving our revenue cycle.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, milestone payments.  
Service Scope: Includes assessment, analysis, reporting, and support.  
Client Responsibilities: Provide access to billing records, claims data, and relevant staff.  
Adjustments: Scope changes require mutual agreement and may affect cost and timeline.

# Acceptance

To approve this medical-billing audit proposal and initiate services, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_