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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_