IntakeQ

7 Steps to Faster, Easier Administration

This is an extra resource to go along with the original article:
[How practitioners can save time and money on insurance billing](#)

Here are seven steps to help you make administration easier and speedier.

1. Document your processes
Your admin staff should have documented guidelines for patient communication, handling private medical data, insurance billing, and more.

2. Hire the right person for the job
Don't hire an admin staff quickly just because you want to fill a spot. Focus on experience, attitude, and aptitude with various systems.

3. Go electronic
Convert your paperwork to Electronic Medical Records. EMR provides a more efficient, safe way to communicate and store data.

4. Offer training
Offer training to your staff to help them become faster, more efficient, and more accurate (and more patient-friendly).

5. Use a pre-appointment questionnaire
Collecting information about a patient upfront can ultimately result in clearer, more accurate communication down the line.

6. Use a patient portal
A single point of access for both patient and provider creates a simple, easy-to-use system with vital information. A patient portal can also be used for more efficient communication.

7. Go mobile
Using an electronic system can make information accessibility mobile-friendly for patient and provider. A win for everybody!