

**Good Samaritan Health & Wellness Center**  
Policies and Procedures

Subject: SUPERBILL SUBMISSION	Policy #: 5.10
Prepared by:	Revision #:
Approved by: Board of Directors	Effective Date: 4/24/2015

## 5.10 Superbill Submission

**POLICY:** This applies to all clinical providers.

**OBJECTIVE:**

To facilitate billing and collection of fees for services rendered in an accurate and timely manner.

**PROCESS/PROCEDURE:**

Electronic superbills for healthcare services will be due from the providers on the date the service was provided at the time of checkout. The front desk staff will not be allowed to check out the patient without submission of the electronic superbill.

**Implementation:**

It is the responsibility of all employees/contractors to read and acknowledge their obligations under this policy.