

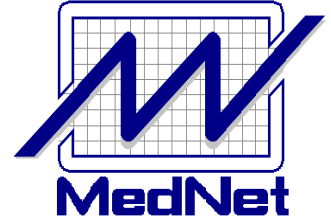
# MedNet Saudi Arabia LLC

General Agents in KSA: M.O.K. Al Esayi Est.

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Jeddah, Saudi Arabia



## **Network (Provider to MedNet) Billing Procedures:**

- 1. Claims submission should be within 30 days of the service being provided.**
2. A Consolidated Summary of Accounts, showing gross and net amounts per insurance company, should accompany every batch. (*see attachment*)
3. Claims should be submitted and arranged as they are located on the Statement of Account with Serial Number on it.
4. Submissions should be organized by insurance company.
5. Submission should be in English.
6. Appropriate ICD 9 Diagnosis Code provided
7. SOAP forms should be properly filled out including the following information:
  - (a) Name and signature of the treating doctor
  - (b) Patient/member's signature
  - (c) Date of visit (Gregorian calendar)
  - (d) All invoices should be attached to the relevant claim, per member and per event
  - (e) Any necessary lab or medical results
  - (f) Copies of the MedNet I.D. **and** personal I.D./Iqama
  - (g) Business language is English
  - (h) Copy of any outpatient approval from MedNet
8. Inpatient submissions must include the following information:
  - (a) Date of visit and discharge (Gregorian calendar)
  - (b) Copies of the MedNet I.D. **and** personal I.D./Iqama
  - (c) All invoices should be attached to the relevant claim, per member and per event
  - (d) Copy of Approved Visa Form
  - (e) Itemized list of diagnostic procedures
  - (f) Medical/surgical supplies, and medicines including quantities
  - (g) Medical Report, complete with initial patient complaints/condition upon arrival, treatment plan and responses, discharge needs and any necessary follow up including discharge diagnosis
  - (h) Business language is English