Billing of stays — 273 files prepared

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

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A typical week, discrepancies first · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **Nothing is issued by the agent's hand:** the statements go to the head of the admissions office, discrepancies first, and she settles what goes out.

What each prepared file carries

Section	Source	Check applied
Recorded length of stay	Admission and discharge movements	**Compared with the planned length**
Cover arrangement	Entitlements recorded at entry and discharge	**Cover across the whole stay**
Health insurance share / insurer share	Policies and agreements received	Agreement to cover present
Patient's out-of-pocket amount	**Calculated after both shares**	**Billing address up to date**

Section	Source	Check applied
Documents for the collection chain	Administrative file	Completeness of the checklist

The collection chain is the circuit running from issuing the claim to its collection by the public accountant. **A file incomplete at issue is a file that will come back** — and it always comes back later than it would have cost to complete.

The 26 files flagged this week

Reason	Number	What is prepared
Entitlements expired during the stay	**14**	**Reminder to the patient written for all 14**
Agreement to cover not returned	8	**Reminder to the insurer, policy number and date of first request**
Gap between planned and recorded length	**4**	**The two dates set side by side — the officer settles it in ten seconds, the assistant corrects nothing**

The time this shifts

Item	Today	Prepared by the agent	Over the year
Preparing the billing for the week's stays	**100 % — 9 hours**	**20 % — 1 h 48**	**374 hours**
Stays closed per week	273	273	14,200 a year

> **Proposal awaiting approval:** prepare the statements as they come, at the close of each stay. **A file handled on the day of discharge gets completed while the**

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patient can still be reached — the only window in which a missing document is obtained with one call.

For the hospital to settle

Move to preparing as they come — approval and date: _____

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https://bluelemonagent.ai/en/secteur-public/metiers/agent-ia-admissions-hospitalieres

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