



Thank you for purchasing Exa[®] Billing, and welcome to the Konica Minolta Healthcare IT family. We are incredibly excited to walk with you on this journey to streamline your workflow and bring efficiency to your environment.

As we start to onboard your billing module, you will need to provide several items as soon as possible to aid in system configuration and engaging your vendors to start the process. It's important to deliver the information on time to help the project move smoothly and efficiently.

Billing Team Involvement

For your success, we recommend including your lead billing staff person. This person is the primary contact to provide information regarding the billing from your practice. Additionally, this person needs to be familiar with your current billing workflow, claims submission, and company practices, as they will work closely with the vendor and the Konica Minolta Billing Implementation Specialist.

Vendors

If you have established relationships with a healthcare clearinghouse vendor and/or statement vendor, we will need the name and contact information. If you still need to identify a clearinghouse, we can assist you with providing those vendors with which we have established connections.

In addition to providing contact information, please get in touch with your vendors and inform them of the new billing system purchased. As we work through your configuration and setup, we will need to connect with these individuals for testing. ***(Please note: If you need assistance with the discussion, please let your sales representative know, and a resource can be assigned to join the call).***

Billing Workflow

Providing a workflow for your billing processes, including details of how charges are captured, claims prepared/submitted, and posted payments, and managing claims denials and patient balances will help us understand your setup and needs. Sample claims and statements (without patient information) are also helpful.

As stated above, we look forward to working with you on this project. Please let us know if there are any questions or concerns.

Best regards,

The Konica Minolta Healthcare IT Billing Team