

Medical Billing Readiness Checklist

Provider setup	
Obtain a type 1 NPI for individual pharmacist	
Verify the pharmacist taxonomy code	
Complete and attest each pharmacist credentialing profile	

Payer enrollment	
Select commercial, Medicaid, and KCHIP plans	
Apply for payer credentialing and contracting	
Confirm each contract is approved and active	
Verify covered services and reimbursement rates	
Confirm prior authorization and referral requirements	
Verify patient eligibility before providing services	

Billing setup	
Confirm CPT/HCPCS, ICD-10, modifier, and place of service codes	
Select a medical billing system or clearinghouse	
Create a standard documentation template	
Assign staff to submit claims and manage denials	
Establish a process for reviewing payment and denied claims	

Compliance and Launch	
Obtain a CLIA waiver if performing laboratory tests	
Complete HIPAA and bilingual compliance training	
Confirm protocol and collaborative agreements are active	
Audit claims and documentation regularly	
Review billing results after 30, 60, and 90 days	

Ready to bill?

☐ Yes

☐ No

☐ Needs additional work