

Billing Information Sheet

Documentation Requirements for the Purposes of Billing

Overview

Documentation is a fundamental component of the physician billing process. The medical record serves as the primary evidence that a service was provided, was medically required, and met the billing requirements established by the Physician Payment Schedule.

When a physician submits a claim for payment through the publicly funded health care system, the documentation associated with the service should be sufficient to support the service billed. Documentation allows Medical Services Branch to **verify that the applicable billing requirements have been met and that payment was appropriately claimed.**

In the absence of supporting documentation, it may not be possible to determine whether a billed service satisfies the requirements of the Physician Payment Schedule, regardless of whether the service was in fact provided.

Physicians are responsible for maintaining records that support the services submitted under their billing number and for ensuring that their documentation aligns with the billing requirements associated with the services claimed.

Requirements

The specific documentation requirements applicable to insured services are outlined in the **"Documentation Requirements for the Purposes of Billing"** section of the Physician Payment Schedule.

Physicians should ensure they are familiar with these requirements and that their records contain sufficient information to demonstrate that:

- the service was provided;
- the service was medically required;
- the service met the criteria of the service code billed; and
- all applicable Payment Schedule requirements were satisfied.

Medical Services Branch may request records as part of an audit, review, or other verification process. Physicians may be required to produce records supporting services that have been submitted for payment through Saskatchewan's publicly funded health care system.

It is important to recognize that payment is dependent not only on a service being provided, but also on the physician's ability to demonstrate through the medical record that the service met the requirements for payment. **Where the available documentation does not support that a service was medically required or that the applicable billing requirements have been met, payment may be denied, adjusted, or recovered in accordance with the Physician Payment Schedule and applicable legislation.**

Complete and accurate documentation helps ensure that billings can be appropriately assessed and supports accountability for the expenditure of public funds.

Important Resources:

- Physician Payment Schedule
- Physicians' Newsletter
- MSB Operations Bulletin
- MSB Billing Bulletin

Billing resources can be found at **saskatchewan.ca**:

<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/resources-for-health-care-businesses-and-career-development/establishing-and-operating-a-practice/physicians>

For more information

General Billing Inquiries:

Claims Analysis Unit

1-800-605-2965

Monday-Friday; 8 am - 5 pm

Audit Inquiries:

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