

**Daniel Brazen, CTP**

**Session 3.02**  
**Reinventing Billing and Receivables**  
**Processes Using Today's**  
**Technology**

**Monday, March 8, 2004**

**2:15 pm to 3:15 pm**

# PNC & Healthcare

## Facts about PNC Bank e-Healthcare Group

- **Broad spectrum of healthcare clients**
  - Payers, providers, Medicare Fiscal Intermediaries, government agencies
- **Developmental “*firsts*”**
  - Only bank to participate in the development of the first 835 standard
  - First bank to send an 835 (1994)
  - First bank to implement comprehensive 835 program (Tenet – 1994)
  - First bank to originate an 835 ACH program with National Payer (2001)
  - First bank to create reassociation engine capturing payments before remittance advices
- **Active in industry and national standards bodies**
  - Chair of NACHA HIPAA Committee
  - Board Member of WEDI, serve on ASC X 12, Insurance, Finance Committees
- **Active in healthcare roundtables and conferences**
  - HFMA, AAHP/HIAA, AFP, National and Regional programs



# **The Banking Industry HIPAA Task Force**

## **“Statement on Using Your Bank’s Resources for Transactions”**

- “Automated posting and closing of accounts receivable will become standard operating procedure, thus slashing costs and improving the timeliness and accuracy of posting payments. Keeping dollars and data together during electronic processing eliminates the cost and complexity of having to re-associate data and dollars sent via multiple networks.”
- Certain synergies also accrue to healthcare organizations
  - Internal links between revenue cycle management and treasury management are strengthened.
  - Banks provide multiple reporting capabilities allowing providers to customize information, and respond to payment and posting issues more rapidly and accurately.
  - Links can be established to other bank services such as investment management to further maximize cash flow.



# For PFS Professionals, the Most Daunting Challenges are HIPAA, Automation, Staffing & Uninsured Payments

**“Over the next five years, which trends or issues do *you* feel will have the greatest impact?**

Trends or Issues	Percent Indicating
HIPAA (Privacy, Transaction, Portability)	82%
Automated Systems	69%
Recruiting/Retaining Qualified Staff	69%
Uninsured Patients	50%

*Based upon 274 survey respondents at HFMA's 2002 Annual National Institute*



# Improvement Justification

**Many leading consultants contend that hospitals habitually leave as much as 3% to 5% of potential revenue uncollected, because of structural flaws that can be readily be identified and corrected.**

Source: Chris Rauber, "Chain Reactions" *HealthLeaders*, August 2003



# Today's Agenda

## Addresses These Two Questions

- Why should I change my billing/receivable process and technology?
- What does a fully technology-enabled process look like?



# Today's Agenda

## Addresses These Two Questions

- *Why should I change my billing/receivable process and technology?*
- What does a fully technology-enabled process look like?



# Why Should I Change My Billing Process & Technology

## Most Billing Processes:

### Hospitals

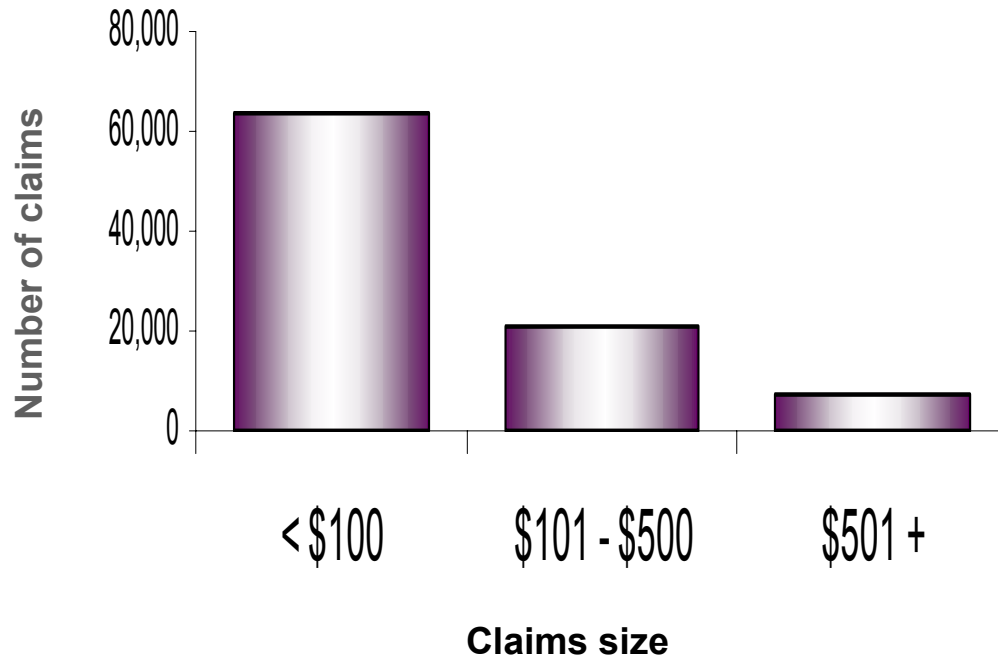
- Fail to collect up to 3-5% of earned revenues
- Billing Department's priority is to post claims instead of collecting
- Difficulty in integrating receivables into management information
- Struggle to match contracts with actual reimbursements
- Do not have instant access to patients information in answering their billing reimbursement questions



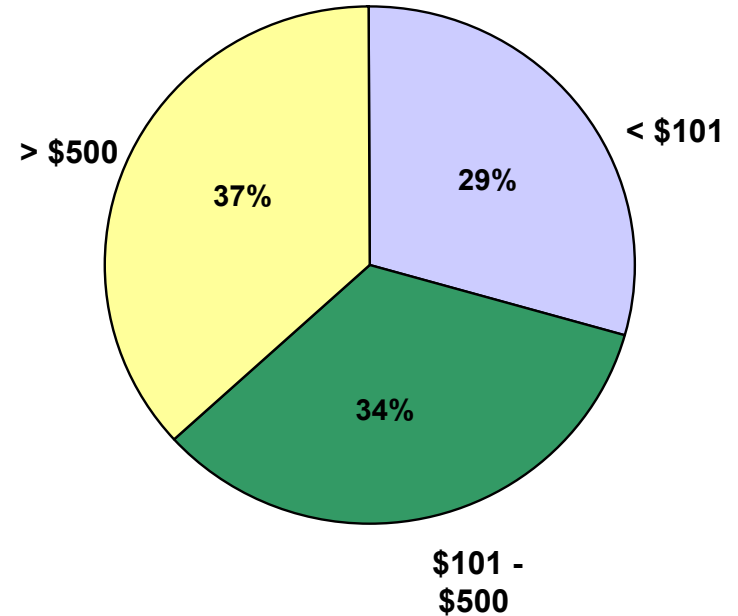


# SIGNIFICANT VALUE IN ALL CLAIM SIZES

Number of claims by size



% of dollars collected  
by claims size

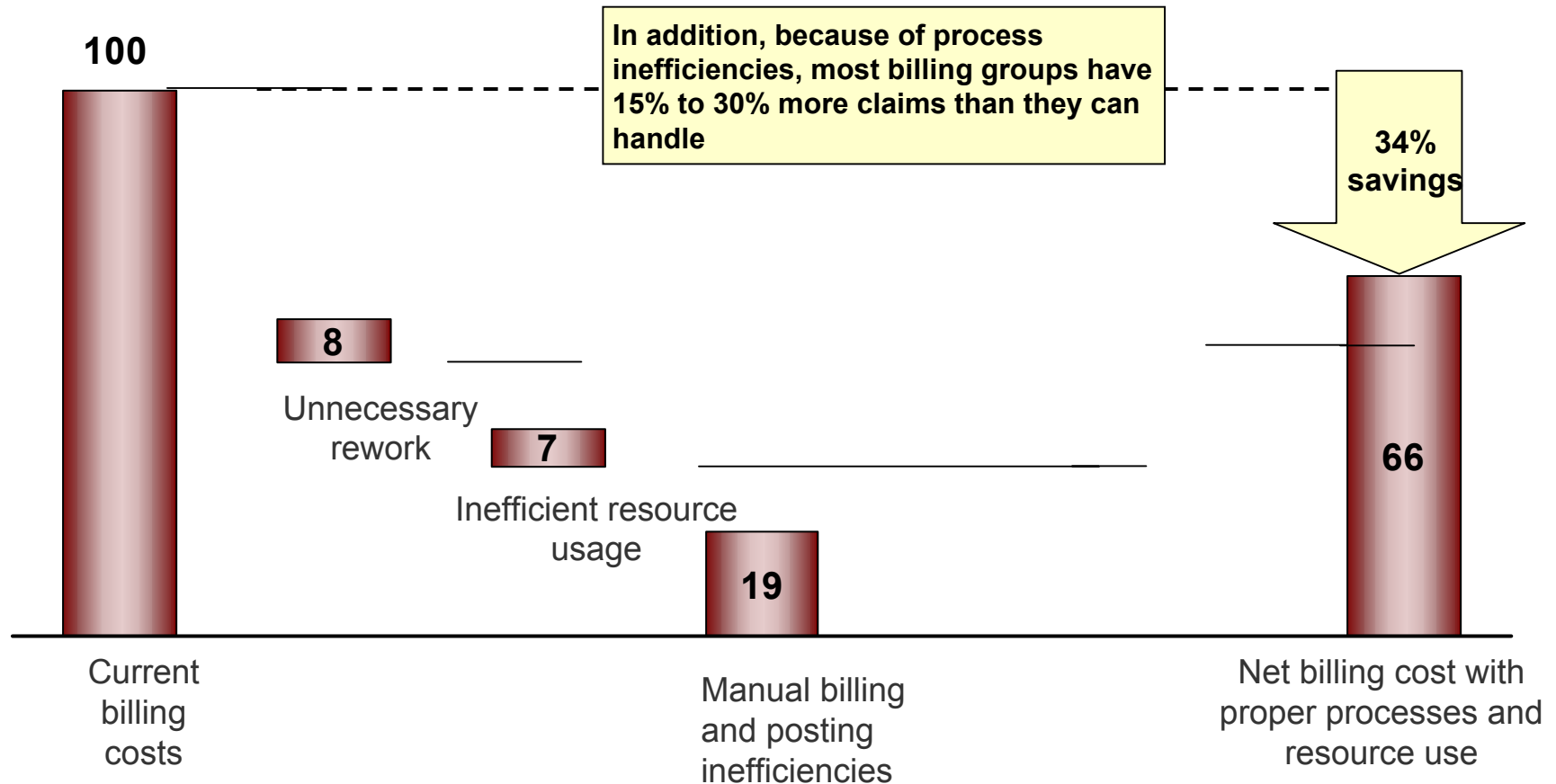


Source: Claim Care

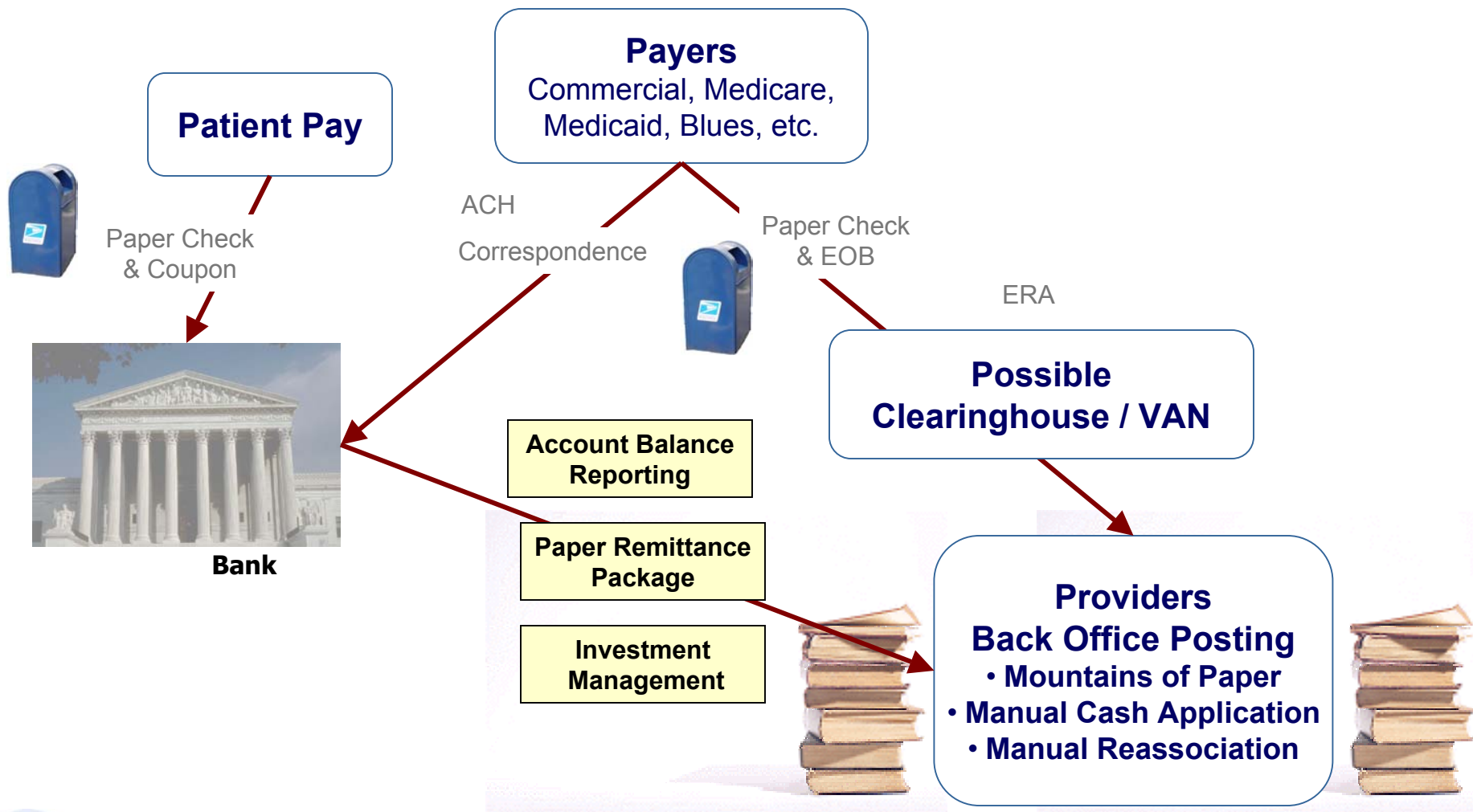


# INEFFICIENCIES IN BILLING PROCESSES LEAD TO ADDITIONAL COST AND LOST REVENUE

Percent of current billing costs



# Challenges with Traditional Receivables Process



# Typical Challenges You May Be Facing

- **Patient Pay** – lack of automation through coupon scanline, or credit card process
- **No Data Capture in Lockbox Process** – results in manual posting of all paper receivables
- **Issues with Direct ERA Data Feeds** – printing and posting manually; must re-associate with the dollars in your bank account before posting; cost of maintaining multiple direct transmissions and/or clearinghouse; lack of HIPAA validation for incoming files
- **Investment Management** – allocate cost and revenue to the units that are borrowers and lenders of cash



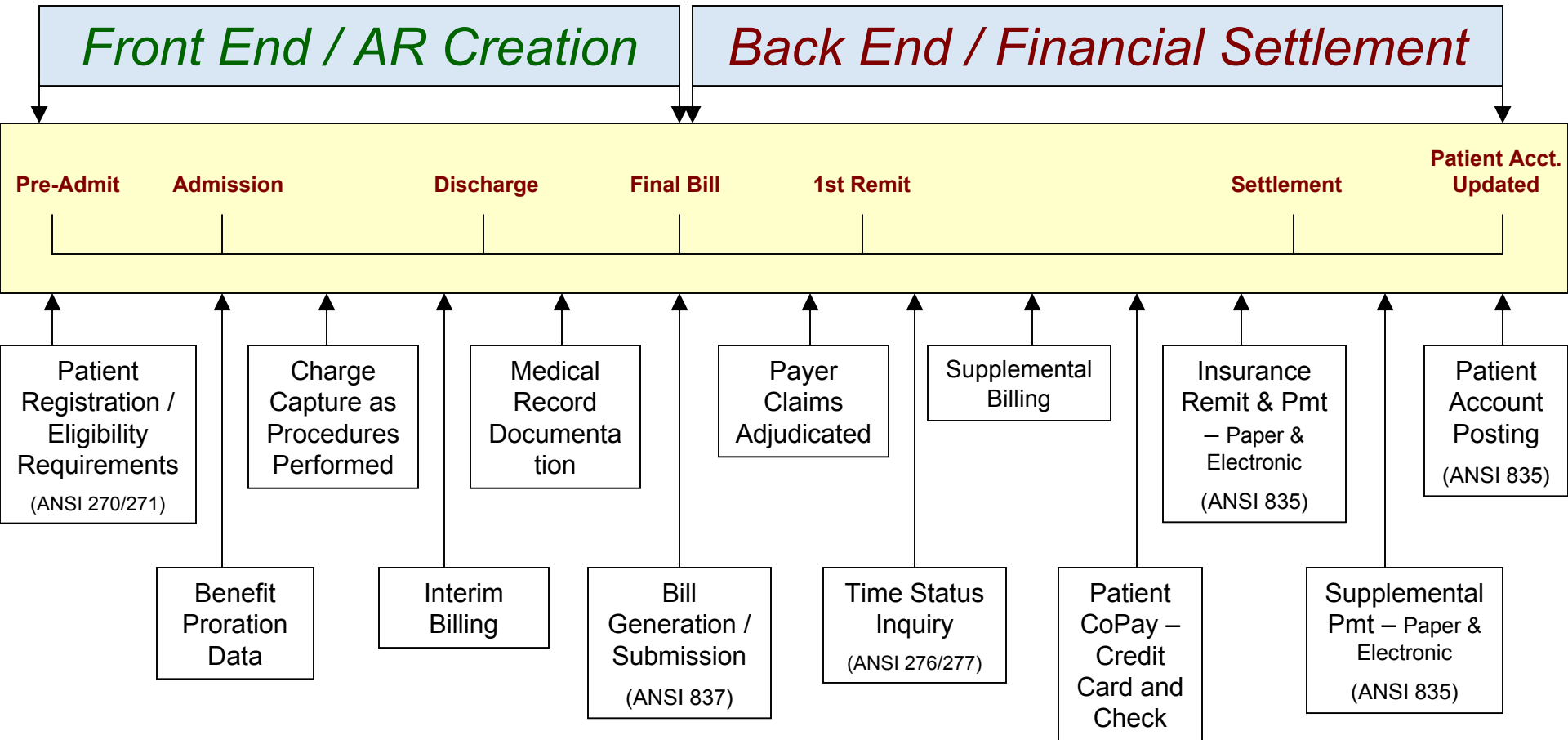
# Today's Agenda

## Addresses These Two Questions

- Why should I change my billing/receivable process and technology?
- ***What does a fully technology-enabled process look like?***



# Healthcare Revenue Cycle



# KEY IMPROVEMENT OPPORTUNITIES TO BILLING PROCESS FLOW

**Schedule  
visit and  
register  
patient**

Document  
encounter

Create &  
transmit  
claims

Follow-up,  
inquire and  
receive  
payments

Post payments  
& appeal errors

Bill patient  
and/or  
secondary  
payer

Reporting and  
trending

## Process changes

- Reward front-office personnel based upon productivity and accuracy

## Technology changes

- Online or batch eligibility verification and referral/preauthorization request
- Electronic transfer of demographic data to billing department
- Automatic notification of co-pays and patient balances
- Credit card enablement
- Sophisticated reporting on front-office productivity and accuracy



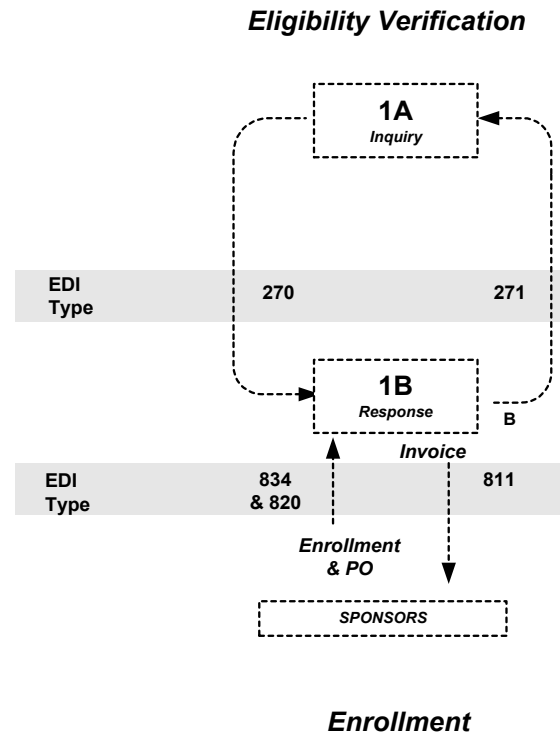
# Pre Visit Preparation Eligibility Authorization

## e-Healthcare Business Cycle

### Strategic Planning Matrix

**Providers -** Hospitals, Physicians, Rehab Facilities, Nursing Facilities, Health Clinics, Home Health Services

#### Stage 1



**Payors -** Insurance Companies, Health Plans, Medicaid, Medicare





# Pre Visit Preparation Treatment Authorization

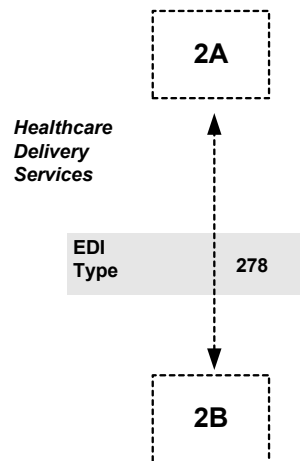
## e-Healthcare Business Cycle

### Strategic Planning Matrix

**Providers -** Hospitals, Physicians, Rehab Facilities, Nursing Facilities, Health Clinics, Home Health Services

#### PreTreatment Authorization & Referrals

Stage 2

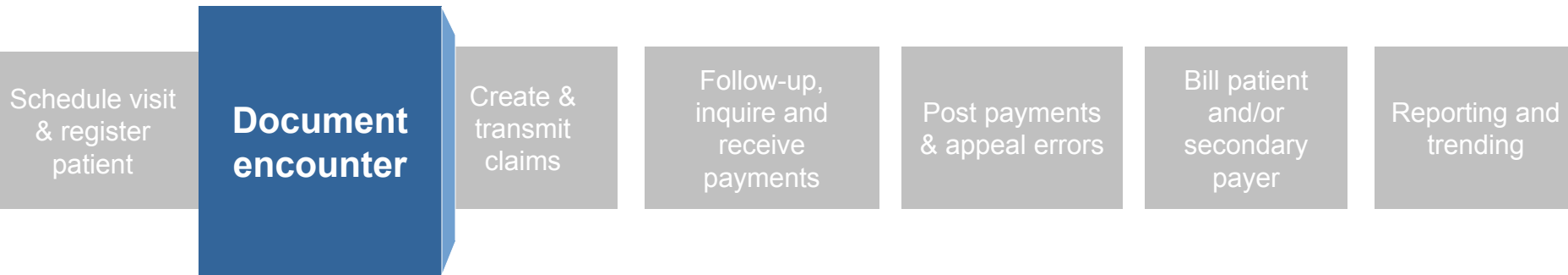


#### PreCertification & Adjudication

**Payors -** Insurance Companies, Health Plans, Medicaid, Medicare



# KEY IMPROVEMENT OPPORTUNITIES TO BILLING PROCESS FLOW



## Process changes

- Provide targeted coding guidance to physicians, rather than day-long “coding seminars”

## Technology changes

- Scan and Optical Character Recognition of super bills or use of handhelds
- Audit number of scheduled patient encounters against encounter documentation created and submitted
- Targeted reports on physician coding (denials, potential missed procedures)



# KEY IMPROVEMENT OPPORTUNITIES TO BILLING PROCESS FLOW

Schedule visit  
& register  
patient

Document  
encounter

**Create  
and  
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inquire and  
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& appeal errors

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and/or  
secondary  
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trending

## Process changes

- Work specialization
- Reward staff based on productivity and accuracy

## Technology changes

- Scrub engines
- Electronic claims submission
- Automated printing of paper claims (secondary billing)
- Audit number of super bills received against number of claims transmitted
- Store scanned images rather than paper

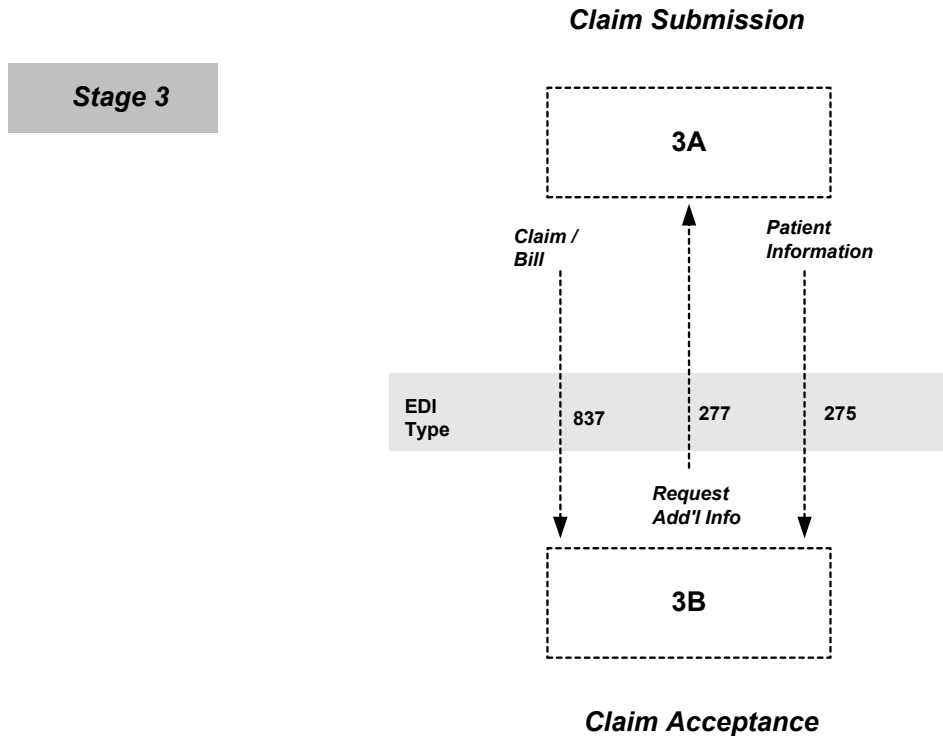


# Claim Submission

## e-Healthcare Business Cycle

### Strategic Planning Matrix

**Providers -** Hospitals, Physicians, Rehab Facilities, Nursing Facilities, Health Clinics, Home Health Services



**Payors -** Insurance Companies, Health Plans, Medicaid, Medicare



# Claim Submission

## 80/20 Rule

### Direct Connect for major payers if you have

- Software for EDI claim submission
- Software that scrubs and edits 837 module **including HIPAA Validation**
- IT staff resources to manage communication connections for only top payers
  - Medicare, Medicaid and BC/BS

### Clearinghouse connect for remaining payers



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## Process changes

- Workflow redesign to focus claim posting staff on “lost claims”
- Reporting redesign to allow splitting of follow up work

## Technology changes

- Robust reporting engine
- Credit card payments
- AR alerts
- Daily cash report/forecast
- Integration with collection partners

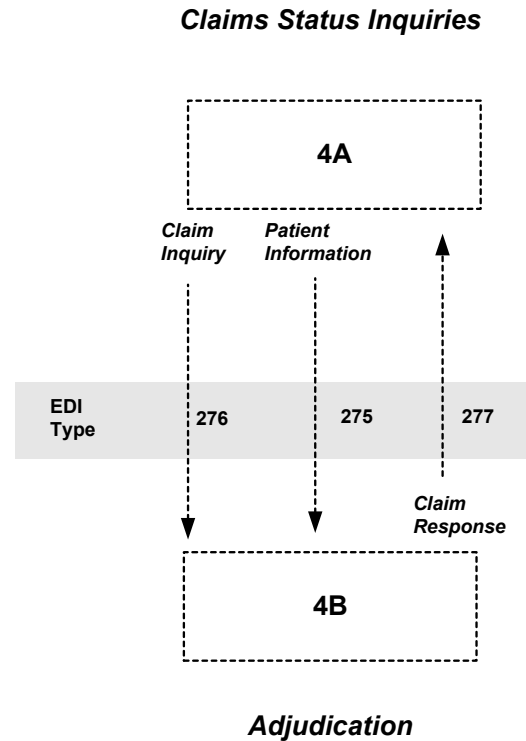


# Claim Inquiry

## e-Healthcare Business Cycle

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**Payors -** Insurance Companies, Health Plans, Medicaid, Medicare



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## Process changes

- Work specialization
- Redesign of process and change of job responsibility
  - Manual posting of exception items
  - Denied claims highest priority
  - Utilize image lookups for customer service
- Nightly investments of pre-posted receivables

## Technology changes

- Automatic posting of claims
- Automatic posting of payments
- Receipt of denied claims in separate batch
- Image of paper claims
- Image of patient payments
- Auto ID of under payments
- Automatic allocation of investment income and expense by unit





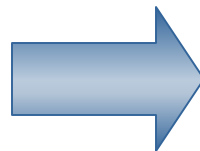
# Auto Post Claims and Payments Together

- To insure that cash received and the patient billing system are “in synch”
- To reduce data entry



Insurance Company

# Days:	1	2	3	4	5	6	7
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EOB File to  
Hospital



Payment  
via ACH or  
check  
received by  
Hospital



# Auto Posting Cash Application

**Most patient accounting systems are structured to automatically post data delivered in an 835 format**

- Cash application issues to consider:
  - Electronic information vs. paper EOB (data capture data to assist in posting)
  - Upload credit card payments from eligibility and patient payments directly into AR
  - Use of image lockbox vs. paper lockbox
- Lockbox batches
  - Identify payers, zero dollar remittances, separate facilities, groupings of images
  - Reconcile batch number with current day reporting and claims posted
- Patient ID
  - To place EOBs and payments into patient folder, automate posting and additional invoices



# Image Paper EOBs And Self Payments

## **Disadvantages of paper based manual filing systems**

- Documents account for up to 40% of your labor costs
- Your administrators and staff spend up to 60% of their time handling documents
- Xerox has found that up to 40% of forms and documents stored by hospitals are obsolete

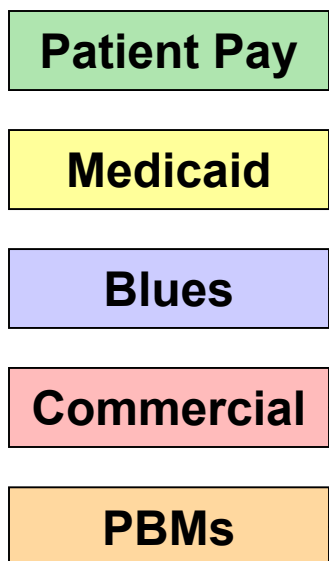
## **Advantages of imaged-based filing system**

- Knowledge sharing efficiency and higher quality care – improved customer service
- Faster payment application – reduced data entry errors
- Store in a digital library – reduced storage cost
- Access via a Web browser – reduced labor cost
  - Share images of Self Payments and EOBs



# Healthcare Image Lockbox

Paper  
Payers



EDI 835 or  
Custom File

Paper &  
Images



Provider

- **Full-Color Image Capture** of all items received
- **Data Capture to the Patient ID Level**  
(Payer Name, Pay Date, Patient Name, Patient ID, Claim Paid Amount)
- **Conversion to HIPAA Electronic File Standard – ANSI 835 4010**
- Single transmission of **Funded Data** in “ready-to-post” format

Prev Next

Lockbox 910827 - [REDACTED] PatientPayments - Web Page on 01/21/2004

Page 1 for Transaction ID Y-1015553

Invoice	Patient Number	Account Type	Amount Due	Service Code	Provider Enrollee
1	0000104854385000	0	\$ 250.00	99999997	000000000804

Page 1 for Lockbox LAX-910827 Transaction ID Y-1015553 Front Side  
See [Back Side](#).

Account Number:  
104854385

Please Pay This Amount:  
250.00

Due By:  
01/07/04

☐ Visa
 ☐ Mastercard
 ☐ Discover
 ☐ American Express

Card Number:

Exp. Date:

Signature:

Amount Paid:

ADDRESS SERVICE REQUESTED

Make Check Payable To: SOUTHWEST HEALTHCARE SYSTEM

00010485438500000000250009999997000000008042

☐ Please check this box if your address or insurance information has changed and record the changes on the back of this statement

Check



Page 1 (B)



Page 2 (B)



Images of all checks, envelopes, and EOBs are stored via Web and on CD ROM permanently. These images can be uploaded into patient folder.

7	7	2	Y-1015547	122000247	0794359877	3460	<a href="#">\$ 166.66</a>		<a href="#">00010462670000</a>	0	\$ 166.66	99999997	0
---	---	---	-----------	-----------	------------	------	---------------------------	--	--------------------------------	---	-----------	----------	---

Lockbox 910827 - UHS Southwest Healthcare Patient Payments - Web Page on 01/21/2004

## Batch and Correspondence Index

Batch Numbers	Transactions	Pages	Amount
<a href="#">235 - 236</a>	81	163	\$ 12,491.20
<a href="#">413</a>	18	17	\$ 3,398.29
<a href="#">512</a>	2	4	\$ 200.00

Lockbox batches match posted and rejected payment batches for easy balancing to the patient billing system

No Correspondence for this period.

Back

Forward

Reload

Home

Search

Netscape

Print

Security

Shop

Stop

Bookmarks

Netsite: https://www.treasury.pncbank.com/isc/service\_frameset.jsp?main=/cgi-bin/rids/goto\_browser\_proxy.cgi%3Fuser%3D16860b%26operator%3Dmostermann&service=

User's Guide

Internet

Lookup

New&Cool

Log-Off

Alert

Modules

Select a Module

Client Service

Select a Utility

R Advantage

Back Home

Check information and payments are posted  
patient number and indexed on a Web  
database

Patient Payments for 01/21/2004

h 235

Env	Num Pages	TID	ABA/RT	Account Num	Check Num	Check Amount	First Name	Last Name	Patient Number	Account Type	Amount Due	Service Code
1	2	Y-1015553	322271627	8711767662	3544	\$ 250.00			00010485438500	0	\$ 250.00	99999997
2	2	Y-1015552	322271627	3792588251	2957	\$ 50.00			00010509729900	1	\$ 50.00	99999997
3	2	Y-1015551	122000247	9305752728	001242	\$ 2,461.84			00010473912300	0	\$ 2,461.84	99999997
4	2	Y-1015550	022000868	25000020183319	054086	\$ 755.16			00010515083300	1	\$ 3,755.16	99999997
5	2	Y-1015549	322271724	3854018318	1453	\$ 50.00			00010515979200	1	\$ 50.00	99999997
6	2	Y-1015548	122000661	0630226139	1832	\$ 38.24			00010513572700	1	\$ 38.24	99999997
7	2	Y-1015547	122000247	0794359877	3460	\$ 166.66			00010462670000	0	\$ 166.66	99999997
8	2	Y-1015546	322271627	4442886002	2136	\$ 440.77			00010514312700	1	\$ 440.77	99999997
9	2	Y-1015545	122000247	0601805781	4387	\$ 22.94			00010521873900	1	\$ 22.94	99999997
10	2	Y-1015544	322271627	1983872756	2026	\$ 250.00			00010518879100	0	\$ 250.00	99999997
11	2	Y-1015543	122000247	1195534258	1297	\$ 5.00			00010518357800	1	\$ 5.00	99999997
12	2	Y-1015565	322270408	1230071202	4264	\$ 49.43			00010504154500	1	\$ 49.43	99999997
13	2	Y-1015564	322271627	3921094839	1174	\$ 50.00			00010504726000	1	\$ 50.00	99999997
14	2	Y-1015563	122000247	01010267	2020	\$ 25.00			00010517051400	1	\$ 25.00	99999997

# Search Menu for Lockbox 910811

Outputs to search ☒ All outputs ☐ Output 1 only  
☒ All dates ☐ 12/15/2003 only

Please select one or more of the following search criteria:

Check Amount  ☐ More than ☒ Exactly equal  
☐ Less than ☐ Approximately equal

ABA/RT  Account Number  Check Number

Batch Number  Transaction ID

Check Keyed Field  Invoice Keyed Field

☒ Match whole word only  
☐ Match case

Search Reset

The following matching transaction(s) were found. Follow the *TID* link to display the full transaction details.

Num	Output	Lockbox	Date	TID	Batch	Item	Check	Check Amount	ABA/RT	Account Num	Check Num
1	w1	LAX-910811	2004/01/21	<a href="#">Y-0091827</a>	201	1	1	\$ 3,535.00	061112788	3299992216	0000124243

Web search tool allows patient billing staff to locate EOBs by patient number, payment amount, check number, or other information associated with the patient payment.

Here is an example of a search by patient number:



Lockbox 910827 - UHS Southwest Healthcare Patient Payments - Web Page on 01/21/2004

## Batch and Correspondence Index

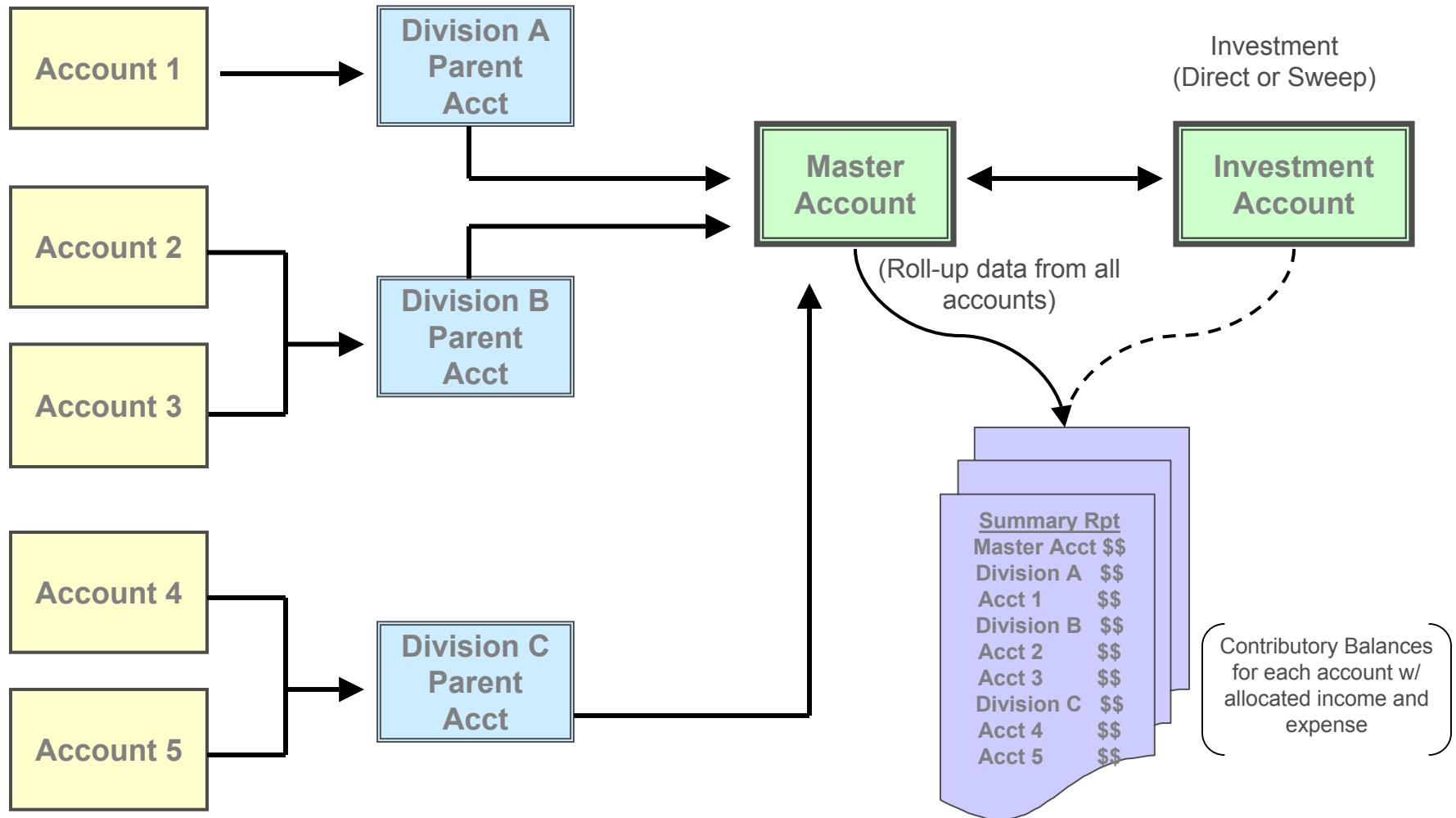
Batch Numbers	Transactions	Pages	Amount
<a href="#">235 - 236</a>	81	163	\$ 12,491.20
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Lockbox batches match posted and rejected payment batches for easy balancing to the patient billing system

No Correspondence for this period.

# Cash Allocation Of Investment Income

## Zero Balance Account Relationship



# KEY IMPROVEMENT OPPORTUNITIES TO BILLING PROCESS FLOW

Schedule visit  
& register  
patient

Document  
encounter

Create &  
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claims

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Post payments  
& appeal errors

**Bill patient  
and/or  
secondary  
payer**

Reporting and  
trending

## Process changes

- Redesign of patient statements
- Work specialization
- Redesign of patient follow up process

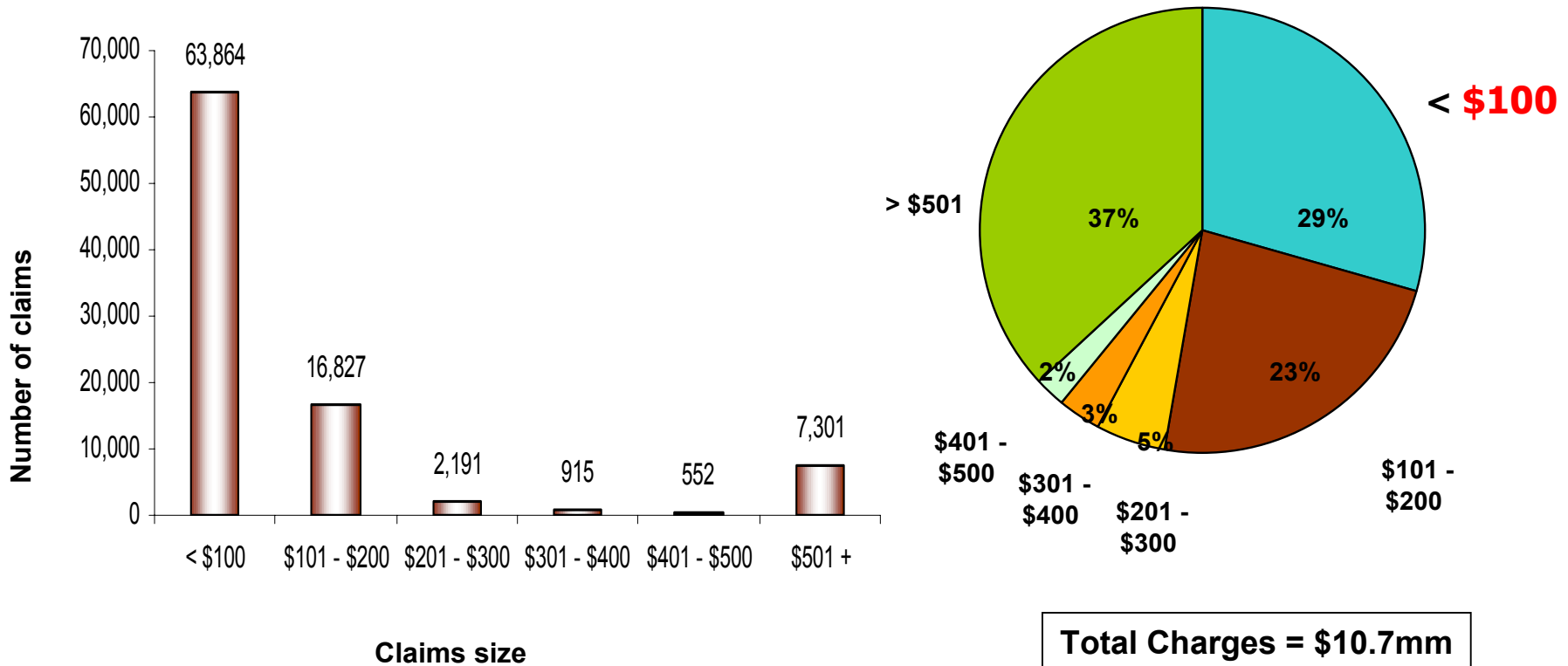
## Technology changes

- Auto printing of patient statements
- Use of patient statement lockbox
- Creation of paper claim from electronic
- Auto submission of secondary claim



# Automation Of Self Payment Collection, Deposit and Posting Reduces Administration Costs Dramatically

On average, self payments make up 12% to 14% of Hospital revenue and 29% of Physician revenue



C:\Cosmos\_Demo\Audits\ABC\_Audit\_file.pdf - Microsoft Internet Explorer

100%

**Hometown Health**

312 Simpson Avenue  
Hometown, IL 60206

Patient Name  
John McGuirk

Account Number  
0123-4567-89

March 1, 2003

Responsible Party  
John McGuirk

Date of Service  
January 27, 2003

Mr. John McGuirk  
520 Pleasant Street  
Hometown, IL 60610

Insurance/Plan Name  
Major Medical Corp.- PPO

For questions or information, please call 1 800 555-5555  
or visit [www.hometownhealth.com](http://www.hometownhealth.com)

**BILL**

DATE OF SERVICE	ITEM	AMOUNT
01/27/2003	CURRENT HOSPITAL CHARGES	\$5,399.50
	Patient Payment	0.00
	Adjustments	- 1,079.90
	Amount Paid by Insurance	- 3,887.64
	<b>DUE FROM PATIENT: Please Pay This Amount</b>	<b>\$431.96</b>

This bill represents hospital charges only. You may receive additional bills related to your visit. For billing inquiries: 1-800-555-5555, weekdays 9:00 a.m. until 8:00 p.m., and Saturday 9:00 a.m. until 2:00 p.m.

Please return bottom portion with your payment (Allow 7-10 days for postal delivery)

<b>Due Date</b>	<b>Account Number</b>	Please write your account number on your check. Make check payable to Hometown Health.	<b>Please Pay This Amount</b>
March 21, 2003	0123-4567-89		\$431.96

Fill out below for credit card payments

☐ ☐ ☐ ☐

PRINT NAME ON CARD \_\_\_\_\_

CARD NUMBER \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Hometown Health  
312 Simpson Avenue  
Hometown, IL 60206

1 of 8 8.5 x 11 in

Digital images of statements are available during the print/mail process and via the Web through the customer service research function or the e-billing process

# Self Payment Automation Tools

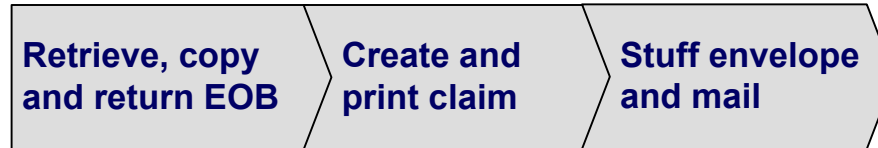
- **Collection at Point-of-Sale through credit card processing or bill**
- **Statement and coupon creation**
- **Lockbox, receivables and correspondence information collection**
- **Data capture of check, credit card, receivables & correspondence**
- **Integration and transmission with other receivables data streams**



- **Merchant Services** – Eliminate this receivable altogether by processing patient payments at the time of service through credit card processing capabilities.
- **OCR Lockbox Process** – Utilize a scanline coupon to automate patient pay data capture and upload to your patient accounting system. Consider also including credit card payment options on your coupon.
- **Outsource Scanline Coupon Production and Mailout** – Production and distribution of Patient Bills are often outsourced, further automating this receivables stream.



# SECONDARY CLAIMS PROCESSING



## Typical process

Time:	12 min	2 min	20 – 30 sec	14 min
Labor cost:	\$3.75	\$0.63	\$.13	\$4.51
Other cost:	\$0.20	\$0.30	\$0.57	\$1.07
				<hr/>
				\$5.58

## “Technology enhanced” process

Time:	20 sec	2 min	0 sec	2.3 min
Labor cost:	\$0.10	\$0.63	\$0.00	\$0.73
Other cost:	\$0.60	\$0.00	\$0.51	\$1.11
				<hr/>
				\$1.84

↑  
Store and  
retrieve  
scanned  
images

↑  
Advanced  
billing solution  
auto-generate

↑  
Utilize mailing  
house solution  
/ automated  
mailer



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**Reporting  
and  
trending**

## Process changes

- **Redesign reports to generate small number of targeted reports**
- **Augment adjudication process with reports**
- **Exception management**
- **Utilize reports for performance monitoring and compensation decisions for billing staff**

## Technology changes

- **Flexible, relational database-driven reporting system**
- **Ties into electronic posting of patient payments and claims**
- **Ties into general ledger system**
- **Ties into contract management system**





**So,  
What will all this do for me?**



# IMPLEMENTING BILLING TECHNOLOGY AND PROCESS IMPROVEMENTS CAN HAVE A DRAMATIC EFFECT

Simplifying processes, using software to complement structural redesign and retraining workers, can help hospitals recoup as much as 4% of annual net revenue, Stockamp asserts.

Source: Chris Rauber, "Chain Reactions" *HealthLeaders*, August 2003



# HIPAA Transaction Codes Will Save You Money

Using the EDI Transactions Sets  
Estimated Savings  
Typical 350 Bed Hospital

Personnel	\$187,500
Bad Debt Reductions	\$1,875,000
Authorization Denial Reductions	\$750,000
Other Cost Savings	<u>\$20,000</u>
Total	<b>\$2,832,500</b>

Martin A. Brutscher, "Realizing Savings from the HIPAA  
Transaction Standards: How to Get There from Here"



# Sample Savings from the 835 Transaction Set Only

## Government sponsored distributed healthcare – FTEs, 2ndary billings only

- **Finance Office** -- Finance staff eliminated, 1 FTE per facility, .5 FTE per clinic, total savings **\$2.9MM**
- **Business Office** -- Business staff eliminated 1.5 FTE per facility, .75 FTE per clinic, total savings **\$4.4MM**
- Estimated value of incremental secondary/rebilling at sample facility is at \$400,000 per month. AT estimated 65% collection rate, value of rebilling = **\$3.1MM** for the Gallup Indian Medical Center

## Major for profit hospital chain – FTEs, Bank Fees only

- Estimated FTE savings (1 FTE per facility; 70 sites; \$25,000 per FTE) = **\$1.75MM**
- Bank fee reduction - **\$500K /yr**



# Today's Agenda

## Addressed Two Questions

- Why should I change my billing/receivable process and technology?
- What does a fully technology-enabled process look like?



# Key Points

- Automation of patient A/R remittance processing can result in significant bottom line impact for providers
- Consider the total collection system when making changes
  - Select holistic, synergistic approach
- Process design is as important as technology utilization and selection



# Engage A Clearinghouse In Collecting 835s

## Minimize

- Data communication costs
- Compliance and legal costs (TPA mgmt.)
- Implementation and testing costs
- Internal IT costs
- Matching of payments to claims (Financial Clearinghouse)
- Funded data for posting (Financial Clearinghouse)

**Blue Cross &  
Blue Shield**

**Aetna**

**Medicaid**

**Cigna**

**Humana**

**Medicare**

**United Health Care**



# Savings Using New A/R Processes

## Increased efficiencies in using electronic posting/imaging of claims

- Improve accuracy (5% data entry errors)
- Reduce data entry time
- Reduce/eliminate rework
- Reduce file retrieval time
- Higher cash application rates



## Reduced costs

- Operational costs (office supplies, postal costs and telephone charges)
- Avoid/reduce data entry FTEs
- Avoid multiple trips to bank, mail facilities
- Avoid record storage cost





# Savings Using New A/R Processes

## Improve cash flow

- Shorten the accounts receivable cycle
- Reduce days in A/R

## Enhance credit due to improved balance sheet

- Lisa Zuckerman, a Director for Standard & Poor's who analyzes hospitals' financial results states, "Across the board improved revenue cycle management is the biggest reason for improved results among those hospitals doing better today than they were a few years ago."

## Reduce Costs & Increase Net Income & Bond Ratings

Source: Chris Rauber, "Chain Reactions" *HealthLeaders*, August 2003



# Speaker

## **Daniel J. Brazen -- AVP & Senior Product Manager – PNC Treasury Management Healthcare Group**

Mr. Brazen is responsible for coordinating all new product development, advertising, regional sales activities, healthcare industry conference sponsorships and targeted marketing programs for PNC Bank's e-Healthcare Solutions. Mr. Brazen has over fifteen years experience in marketing and product development with FedEx, Bell Atlantic, and Dun and Bradstreet companies. Mr. Brazen holds an MBA from the Indiana University of Pennsylvania and received his BA from Indiana University of Pennsylvania. Mr. Brazen is the Past President of the Pittsburgh Chapter of the American Marketing Association, member of the Healthcare Financial Management Association and Certified Treasury Manager (CTM). Mr. Brazen has presented healthcare solutions at various local and national healthcare seminars.

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