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**Checklist:
Written Process for Reviewing Fees, Billing and Accounts**

The [Fees, Billings and Accounts Standard](https://www.collegept.org/rules-and-resources/fees-billing-and-accounts) requires that all physiotherapists have a written process for reviewing their fees, billings and accounts to ensure that fees charged are accurate and reasonable and the billings or accounts are accurate.

**IMPORTANT:** You must have your written instructions along with the completed checklist available for the assessor to review with you at your on-site assessment. The assessor will document if materials were complete and available at the time of assessment.

**Note:** Either hard copy or electronic copies of the checklist and your written instructions are acceptable.

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| **Please fill in all of the sections below.** |
| Your Name |  |
| Your Registration Number  |  |

|  |  |  |
| --- | --- | --- |
| **Does your policy include the following information?** | **Yes/No** | **Not applicable** |
| The name and registration number of the PT conducting the reviews |  |  |
| How often billing reviews are to be done  |  |  |
| How many billings will be reviewed each time? |  |  |
| (Note: PTs should review a sample of billings from different funding streams, if they apply) |  |  |
| A description of what will be looked for while conducting reviews of the billings |  |  |
| A description of what steps will be taken if inaccuracies are found |  |  |

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| **Provide any additional comments here** |
|  |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_