Lowcountry
Medical
Practice
Management, LLC

...revitalizing healthcare practices everywhere

Service Request & Interest Form

Company Name: _____ Date: _____

Explain why your company is seeking or inquiring about services at this time?

[ ]

Please check which services or topics your company is need of?

Employee Staffing Assistance If yes, how many staff are you loo ing to ire	☐ YES ☐ NO ☐ Maybe Later ☐ 1 ☐ 2 ☐ 3 ☐ 4+
Virtual Medical Office Manager	☐ YES ☐ NO ☐ Maybe Later
Medication Prior Authorization Services	☐ YES ☐ NO ☐ Maybe Later
New Hire Training Courses	☐ YES ☐ NO ☐ Maybe Later
Medical Billing	☐ YES ☐ NO ☐ Maybe Later
Medical Coding	☐ YES ☐ NO ☐ Maybe Later
Medical Staff Professional Development *(Monthly or Bi-monthly) See topics #1-12*	☐ YES ☐ NO ☐ Maybe Later

List of Onsite & Virtual Training Workshops and Courses

1. Medication Prior Authorization Course	☐ YES ☐ NO ☐ Maybe Later
2. Compliance Training	☐ YES ☐ NO ☐ Maybe Later
3. Coding Compliance ICD-10, CPT, & HCPCS	☐ YES ☐ NO ☐ Maybe Later
4. Cultural Diversity & Inclusion: How to effectively communicate across all lines	☐ YES ☐ NO ☐ Maybe Later
5. Medical Office Etiquette	☐ YES ☐ NO ☐ Maybe Later
6. Medical Office Management	☐ YES ☐ NO ☐ Maybe Later
7. New Hire Training (Ask about our package)	☐ YES ☐ NO ☐ Maybe Later
8. Critical Thinking and Strategic Planning	☐ YES ☐ NO ☐ Maybe Later
9. Medical Law and Ethics Workshops	☐ YES ☐ NO ☐ Maybe Later
10. Office Management Training	☐ YES ☐ NO ☐ Maybe Later
11. Chart Auditing for Medical Support Staff	☐ YES ☐ NO ☐ Maybe Later
12. Coding it Right: Training for Practitioners	☐ YES ☐ NO ☐ Maybe Later

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AOC Questionnaire

Areas of concern that you would like to see change in?

Customer Service				
Patient Satisfaction	☐Meets Expectation	☐Average	☐Below Average	☐Poor
Scheduling	☐Meets Expectation	☐Average	☐Below Average	☐Poor
Patient Reminders	☐Meets Expectation	☐Average	☐Below Average	☐Poor
Payment Collection	☐Meets Expectation	☐Average	☐Below Average	☐Poor
Accessibility features of medical office	☐Meets Expectation	☐Average	☐Below Average	☐Poor
Readiness of information	☐Meets Expectation	☐Average	☐Below Average	☐Poor
Timely follow-up appointments	☐Meets Expectation	☐Average	☐Below Average	☐Poor
Timely response to patient request	☐Meets Expectation	☐Average	☐Below Average	☐Poor
Outcome of Medication Prior Authorizations	☐Meets Expectation	☐Average	☐Below Average	☐Poor
Turnaround time for Prior Authorizations	☐Meets Expectation	☐Average	☐Below Average	☐Poor
Privacy and Security of Patient Data	☐Meets Expectation	☐Average	☐Below Average	☐Poor
Modes of Communication	☐Meets Expectation	☐Average	☐Below Average	☐Poor
Patient Reminder Notices	☐Meets Expectation	☐Average	☐Below Average	☐Poor
Employees/Staff Members				
Interaction with customers	☐Meets Expectation	☐Average	☐Below Average	☐Poor
Courtesy and polite	☐Meets Expectation	☐Average	☐Below Average	☐Poor
Productivity	☐Meets Expectation	☐Average	☐Below Average	☐Poor
Attitude	☐Meets Expectation	☐Average	☐Below Average	☐Poor
Urgency to meet the needs of patients	☐Meets Expectation	☐Average	☐Below Average	☐Poor
Urgency to meet the needs of providers	☐Meets Expectation	☐Average	☐Below Average	☐Poor
Interaction with co-workers	☐Meets Expectation	☐Average	☐Below Average	☐Poor
Respect for authority and management	☐Meets Expectation	☐Average	☐Below Average	☐Poor
Respect for patients and family	☐Meets Expectation	☐Average	☐Below Average	☐Poor
Knowledge and Education of Staff	☐Meets Expectation	☐Average	☐Below Average	☐Poor
Initiative	☐Meets Expectation	☐Average	☐Below Average	☐Poor
Critical thinking	☐Meets Expectation	☐Average	☐Below Average	☐Poor
Financials				
Income and Revenue from services rendered	☐Meets Expectation	☐Average	☐Below Average	☐Poor ☐ N/A
Income and Revenue from the sale of products	☐Meets Expectation	☐Average	☐Below Average	☐Poor ☐ N/A
Total Upfront Collections	☐Meets Expectation	☐Average	☐Below Average	☐Poor ☐ N/A
Collections from insurance billing cycle	☐Meets Expectation	☐Average	☐Below Average	☐Poor ☐ N/A
Accounts Receivable	☐Meets Expectation	☐Average	☐Below Average	☐Poor ☐ N/A
Accounts Payable	☐Meets Expectation	☐Average	☐Below Average	☐Poor ☐ N/A
Benefits Package	☐Meets Expectation	☐Average	☐Below Average	☐Poor ☐ N/A
Percentage of Past Due Accounts	☐Meets Expectation	☐Average	☐Below Average	☐Poor ☐ N/A