**TRILLIUM MEDICAL BILLING AGENCY –** as of MARCH 1 2017 service dates

* Trillium will be processing all billing for OHIP, WSIB, RMB, and some Direct Patient categories (Western students, Fanshawe students, Quebec health, etc).
* LEMA admin staff will prepare and send these charts to Trillium. LEMA staff will continue to process all WSIB forms, as well as provide invoicing for notes and forms completed by physicians in the ED and UCC, as well as invoice for all other types of “direct” billing.

Some things to be aware of:

YOU MUST MAKE SURE YOUR **NAME IS PRINTED CLEARLY** ON THE CHART

YOU MUST MAKE SURE YOUR **CODES ARE WRITTEN ON THE FRONT OF THE CHART** (bottom right hand corner). If there is more than one physician doing coding, this must be clearly indicated!

YOU MUST PROVIDE A **WRITTEN DIAGNOSIS**

CHARTS ARE GOING TO BE COLLECTED DAILY AND SENT OFF SITE WEEKLY, so in order to receive payment in a timely manner, you must attempt to get your coding/billing done asap.

TRILLIUM’S CUT OFF DATE IS THE 15th OF EACH MONTH (anything they submit up to this date will be paid – if eligible - on the 15th of the following month).

TRILLIUM WILL PROVIDE A DAILY SUMMARY TO EACH PHYSICIAN of BILLING THEY HAVE SUBMITTED. These summaries will be sent to the LEMA office monthly, for distribution. Once the summaries are returned to you, Trillium recommends that you assume some responsibility for the last check in the audit process and report any discrepancies to them in a timely manner.

Trillium may contact you if they have questions.

**ERIN OFFICE (for UH and UCC)**

5355 Erin 1st Line

Acton, ON  L7J 2L9

T:  519-856-2406

F:  519-856-0886

Cheryl McNeil, Partner

cmcneil@trilliummedicalbillingagency.ca

**BURLINGTON OFFICE (for VIC)**

3340 Mainway, Suite 100

Burlington, ON  L7M 1A6

T:  905-336-2887

F:  905-336-9072

Susan Dittmer, Partner

sdittmer@trilliummedicalbillingagency.ca

Tanya Musgrave, Lead Billing Agent for AA3D

tmusgrave@trilliummedicalbillingagency.ca