

## Be Your Own Boss Starter Kit

The kit includes camera ready forms designed to be easily reproduced and personalized with your letterhead and logo, plus samples of forms often needed. Available on disc or printed on copy ready paper.

### Office Start Up and Management Forms:

A complete set of forms to make your office run smoothly. With all these tools at your fingertips, personalize them with your logo or letterhead and you are in business!

- **Superbill**  
Our most requested item. This professional superbill has been customized to reflect the most common diagnosis used by dietitians. Diagnoses are coded with the most current ICD-9 codes. Options for services include current MNT codes.
- **Steps for Setting up an Office**  
Let our starter list walk you through the essentials for setting up your office.
- **Insurance Coverage for Nutrition Services**  
This letter documents the importance of medical nutrition therapy for your patient and can be offered if a patient's claim has been denied.
- **Patient Registration Form**  
A form to ensure you will collect all necessary information about each new patient.
- **New Patient Information Sheet**  
This clearly states your policies regarding patient's responsibilities for payment, insurance procedures, and appointments.
- **Fax Cover Sheet**
- **Sample Introduction Letter to Referral Sources**  
We've hit the important points about why patients should be referred to you.
- **Sample Referral Report**  
Your best form of advertising is feedback to your referral sources. This is a template for a letter to summarize your findings and make it easy to communicate quickly.
- **Authorization for Release of Information**  
A form used to obtain permission to communicate with other health care providers and insurance companies.
- **HIPAA Acknowledgement Form**  
A form signed by each patient acknowledging his/her receipt of a copy of your HIPAA privacy practices.
- **Daily Accounting Summary**  
This form helps you keep track income, collections, co-pays and insurance reimbursement.

- **Telephone Intake Sheet**

A form allows you to take notes and organize important information during initial phone encounter with patients.

### **Dietitian's Tools**

Why reinvent the wheel when you can spend your valuable time networking and marketing? We've packaged the most essential tools needed by dietitians to provide consultation in private practice.

- **Diet Intake Forms**

Three different tools – a **Three Day Diet Intake Sheet**, **Food Frequency Checklist** and **Food Journal** are included.

- **Food History Questionnaire and Assessment Forms**

These forms provide you with an organized approach to retrieving all the necessary information when meeting with your patients. Separate **pediatric** assessment included.

- **Dietitian Summary Form**

A form used to summarize your findings. Helpful when sending your follow up letters to physicians.

- **Progress Note Form and Much More**

Questions e-mail: [bergmitch@comcast.net](mailto:bergmitch@comcast.net) or call 301-309-9395