



**MEDICAL BILLING AND
PRACTICE ADMINISTRATION**

Medical billing can be complicated and frustrating for health professionals who feel that their bank balance does not reflect the long hours that they work.



We have combined over 18 years of experience in accounting, tax and business management with over 28 years of experience in medical billing to provide services to medical practitioners that are efficient, hassle-free and do not cost the earth.

Because we are a well-established accounting and tax practice, our services go beyond pure medical billing and debtors book management. We also offer bookkeeping, accounting, tax and statutory services which enables us to tailor our services to meet your needs and provide a holistic approach to your practice management.

With all these advantages, it's easy to see why using M.J. Minter & Co. just makes sense:

Our staff are always on top of changes to schemes, codes and tariffs ensuring your collections are maximised

You don't need to worry about staff management, hiring/firing, labour disputes or retrenchments

You save on office space and equipment

You don't need to worry about storage of records and data backups

Peace of mind that theft of your collections does not occur

You save on telephone, printing and postage costs

You have more time to spend on clinical activities

All your administrative needs can be taken care of under one roof



As each practice is unique, we tailor our services to meet your requirements.

MEDICAL BILLING AND DEBTORS BOOK MANAGEMENT

Invoicing and code checking

Medical Aid claims, queries and follow ups

Debt collection from patient

Collection of PMB's and WCA claims

Advice on how to maximise revenue

Debtors management reports

Staff training

MONTHLY BOOKKEEPING

Monthly processing

Sales and debtors reconciliation to medical billing systems

Completion and submission of VAT returns

Monthly management reports

ANNUAL ACCOUNTING, TAX AND SECRETARIAL SERVICES

Preparation of annual financial statements

Submission of personal, company and trust tax returns

Statutory and company secretarial services

Tax structuring

Wills and estate planning

OUR FEES

Our fees are either **percentage receipts** based OR **fixed monthly** depending on the work required and your billing preference.

IF OUR FEES ARE PERCENTAGE RECEIPTS BASED

We **cap our fees** so that they never get out of control

Our fees are calculated on receipts **after any discounts** granted to patients



CONTACT US

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