



Establishing A Successful OUTPATIENT MNT CLINIC in ANY Practice Setting: THE COMPLETE GUIDE

BY: MARY ANN HODOROWICZ, RD, LD, MBA, CDE, CEC*

START-UP AND PLANNING PHASE

- Goals, Objectives, Action Steps
- Marketing Research
- Business & Marketing Plan
- Mission Statement
- Target Markets
- Building Support, Power Base
- Writing Formal Clinic Proposal
- MNT Clinic Task Force
- Financial Performa
- Dietitian – MNT Referral Form

OPERATIONAL, FINANCIAL, CLINICAL NUTRITION & ADVERTISING POLICIES & PROCEDURES

- Systems, Forms & Procedures
- Types of Advertising, Promotions
- MNT Outcomes Management
- MNT Documentation
- Budget, Expense-Revenue Reports
- Insurance Reimbursement
- Medicare MNT Benefit Requirements
- Expense-Revenue Form

COPY READY FORMS AND ATTACHMENTS

- Initial Intake-Appmtnt Form
- Operations Flow Chart
- Charge Description Master
- Level of Clinic Visit Form
- Progress Note-Diabetes MNT
- Progress Note (Any MNT)
- Patient Initial Intake Form
- Outcome Tracking Form
- Letter of Medical Necessity
- Cancelled Visit Notice to MD

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**MARY ANN HODOROWICZ
CONSULTING, LLC
(RD, LD, MBA, CDE, CEC*)
Certified Endocrinology Coder
hodorowicz@comcast.net
708.359.3864
12921 Sycamore
Palos Heights, IL. 60463
www.maryannhodorowicz.com**