

Medical itemized billing is one of the tasks of a legal assistant in a personal injury law firm.

Your task is to prepare a BALANCE VERIFICATION REQUEST to our medical provider partner.

- Download the letter word format.
- Edit the letter dated today.
- Edit sending method as sent via email in bold and in caps. Remove the rest of the methods in n/a
- Put attention to Maria Santiago
- Add email besides E: billing@utsouthwesternmedical.com

- Add client's details under RE with proper format – Caps for names, and word format for months.

Client name is John doe and his date of birth is 3/19/1985 and date of accident is 7/31/2023.

- Under **to** section, add the prefix of the person who is under attention to and last name before colon.

- Add medical bills details

When adding an amount, use proper format of Dollar sign before the amount, use comma as separator for thousands, and 00 for decimals if it is 0.

When getting the total balance of the medical bills, you must subtract the total chargers, adjustments, and insurance and client's payments.

The client's medical bill details as total charges of 5563.50 with adjustments of 2500 and his health insurance paid 1500 with client payments of 850 and 360 using his credit card.

- On the signature block, add your name, your position as legal biller and your personal email.

- Save word as PDF format

- Name the file using your complete name and hyphen balance verification letter