

Business Writing Activities

Corrections below.

Dear *Bob* (*too informal*) ; (*use colon, not semicolon*)

This letter is being written to (*passive voice*) clarify your needs in processing claims and billing requests *in regards to* (*diction*) your policies.

In order to meet your *organizations* (*needs apostrophe*) claim processing needs (*comma*) it would be *helping* (*verb form*) for us to know those policies for the following components. (*colon, not period*)

(Bulleted list, not numbered. Keep end punctuation consistent)

- 1.* Global medical service periods for both major and minor procedures.
- 2.* Multiple treatment *guideline* (*plural*) in terms of ranking *procedures* (*spelling*)
- 3.* *pro-rated* (*capitalize, do not hyphenate*) % (*spell out, not symbol*) for primary and secondary procedures
- 4.* *modifiers* (*capitalize*) that are recognized and can be used for additional procedural explanation.
- 5.* Medical and *officesupplies* (*spaced*) that will be *reimburse* (*verb form*) for in-office procedures

¶ Your reply regarding these policies will help our firm accurately file claims *to you by knowing your billing requirements, it* (*run-on sentence*) should help eliminate unnecessary claim denials and *request* (*plural*) for follow-up that *is* (*verb form*) costly and time consuming for both of us. (*Request for action needed*)

Yours truly (*diction*),