

CHAPTER Fiscal Management	CHAPTER 06	SECTION 003	SUBJECT 120
SECTION Reimbursement		DESCRIPTION Other Accounts Receivable	
WRITTEN BY Michael K. Vizena, M.B.A. Executive Director	REVISED BY Larry Smith, CFO	AUTHORIZED BY <i>2/14/17</i> <i>Robert M. Sprague</i> Dr. Robert M. Sprague, CEO	

APPLICATION:

- ▶ All Staff
- ▶ Contractual Service Providers

POLICY:

“Other Accounts Receivable” refers to those accounts with other agencies and individuals that do not directly relate to mental health services of persons served, but may include a third party that reimburses for the care of the person served under a fee-for-service contract (as opposed to insurance companies). Other examples include the payments by current employees for purchase of additional life insurance, payments from former employees for COBRA continuation of health insurance, and earned contracts with other county departments. The following procedure has been developed so that these accounts may be properly monitored.

PROCEDURES:

Once a month, the fiscal officer or his designee, will prepare and review the worksheets. These worksheets will list amounts billed, amounts collected and current balance. If the account is more than 30 days outstanding, the fiscal officer or his/her designee will contact the appropriate parties and request the payment for outstanding balances. A list of accounts that are more than 90 days outstanding will be submitted to the Chief Executive Officer, who will review these accounts for further action.

Questions regarding this policy and procedure may be addressed to the Chief Executive Officer, the fiscal officer, or any member of the management team.

LS:mgr

 This Policy supersedes #07/11027
 #04/04018 dated 4/4/2004
