LAPEER COUNTY COMMUNITY MENTAL HEALTH

Date Issued 06/11/2002
Date Revised 01/04/12; 02/24/21

CHAPTER Fiscal Management	**CHAPTER** 06	**SECTION** 003	**SUBJECT** 110
SECTION Reimbursement	**DESCRIPTION** Delinquent Accounts		
WRITTEN BY Larry Smith	**REVISED BY** Larry Smith, Chief Financial Officer	**AUTHORIZED BY** Lauren Emmons, ACSW, CEO	

APPLICATION:

☒CMH Staff	☒Board Members	☐Provider Network	☐Employment Services Providers
☒Employment Services Provider Agencies	☐Independent Contractors	☐Students	☐Interns
☐Volunteers	☐Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) Board and Administration will collect payment for services from responsible parties as provided by law.

STANDARDS:

A. Payment for services are due at the time the service is provided. Payments not received will be collected.

B. Accounts receivable uses the following timeframes to determine delinquent status:

Current	0-30 days
Past Due	31-90 days
Delinquent	more than 90 days

PROCEDURES:

A. A billing statement will be forwarded to the person served or responsible party indicating the cost of services provided, total charges, and balance due.

1. If payment is not received within 30 days after the initial statement, a second statement will be issued. "Past Due" will be noted on the statement.

2. If the original statement is returned undelivered, and the case has been closed, the account will be written off.

B. Past Due/Delinquent Accounts Under $50.00:

1. If payment is not received within 30 days after the second statement is issued, a third statement will be issued. "Past Due – Third Notice" will be noted on the statement.

2. If payment is not received within 30 days after the third payment request, the account will be written off.

C. Past Due/Delinquent Accounts Over $50.00:

1. If payment is not received within 30 days after the second statement is issued, a third statement will be issued. "Past Due – Third Notice" will be noted on the statement.

2. If payment is not received within 30 days after the third payment request, a final LCCMH statement will be forwarded to the person served or responsible party stamped with "Final Notice – Account will be sent to collection in 30 days if payment is not made".

3. If payment is not received within 30 days after the final payment request, the LCCMH worker assigned to the case will be notified the account of the person served may be referred for collection. An account listing will be completed by designated agency staff and forwarded to the appropriate collection agency.

4. Any adjustments to accounts will be made according to law and approved by the Chief Executive Officer (CEO).

5. The Finance Department will submit an Adjustment Report and Collection Report to the Board semi-annually.

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This policy supersedes
#06/02013 dated 06/11/2002.