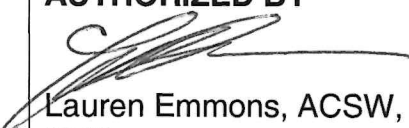


LAPEER COUNTY COMMUNITY MENTAL HEALTH

Date Issued 06/11/2002

Date Revised 01/04/12; 02/24/21; 04/28/22

CHAPTER Fiscal Management	CHAPTER 06	SECTION 003	SUBJECT 110
SECTION Reimbursement		DESCRIPTION Billing for Services and Delinquent Accounts	
WRITTEN BY Larry Smith Chief Financial Officer	REVISED BY Emma Brandt, MBA Chief Financial Officer	AUTHORIZED BY  Lauren Emmons, ACSW, CEO	

APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input checked="" type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input type="checkbox"/> Employment Services Providers
<input checked="" type="checkbox"/> Employment Services Provider Agencies	<input type="checkbox"/> Independent Contractors	<input type="checkbox"/> Students	<input type="checkbox"/> Interns
<input type="checkbox"/> Volunteers	<input checked="" type="checkbox"/> 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 at the time of service will be billed.
- B. Accounts receivable uses the following timeframes to determine payment status:
 - Current 0-30 days
 - Past Due 31-90 days
 - Delinquent more than 90 days
- C. Delinquent accounts will not be sent to a collection agency (LCCMH Board Motion CW0422-004).
- D. Delinquent account balances exceeding \$50.00 require an accounting adjustment with approval from the CEO.

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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 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.
 - 3. If payment is not received within 30 days after the third payment request, the account will be written off.
- B. For all balances over \$50.00, adjustments to the accounts are taken to the CEO for approval prior to write off and they must be made in accordance with the law.
- C. If the original statement is returned undelivered, and the case is closed, the account will be written off.
- D. The Finance Department will submit an Adjustment Report to the Board semi-annually.

LS:mgr

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