

Agency Wide Policy and Procedure

SECTION: Financial

**SUBJECT: Entry and Submission of Billing and
Units of Services**

POLICY NUMBER: 5.05

ATTACHMENTS:

APPROVAL DATE:

REVISION DATE: 2/2024, 7/25

Policy:

Events are created by the following options, direct entry event entered by the provider or a Bed Census. Providers shall enter their events within twenty-four (24) hours of the service.

Accounts Receivable staff will monitor their services for missing data and notify appropriate staff.

Procedure:

Procedures concerning the above-mentioned area will be promulgated by the Accounts Receivable Supervisor. The procedures will be incorporated into the Financial Policy & Procedures Manual.

The Chief Financial Officer shall review/revise the procedures as necessary.