

Agency Wide Policy and Procedure

SECTION: Financial

SUBJECT: Processing Medicaid Co-Payments

POLICY NUMBER: 5.10

ATTACHMENTS:

APPROVAL DATE:

REVISION DATE: 2/2024, 7/25

Policy:

To ensure that all Medicaid co-payments are properly applied to a client's account, Accounts Receivable staff shall follow the procedures outlined below.

Procedure:

When a first party deposit is received by Accounts Receivable, the Accounts Receivable staff member who enters the deposits shall review the deposit to determine if there are any co- payments that have been made because of a client receiving Medicaid.