

WCHO	<i>Policy and Procedure</i>		
Department Finance	# of Pages: 2		
Policy Name INVOICE POLICY	Type of Policy: <input checked="" type="checkbox"/> WCHO <input type="checkbox"/> Regional <input type="checkbox"/> Network		
Policy Number 10.013	Effective Date	Revision Date	Approval Date 11/30/04
Administrative/Board of Directors Sign Off			
Administrative Signature:		Date:	
Board of Directors Signature:		Date:	

I. PURPOSE

To establish operational guidelines regarding invoices.

II. APPLICATION

Washtenaw Community Health Organization's: revenue contracts.

III. DEFINITIONS

PES – Psychiatric Emergency Services
WCHO – Washtenaw Community Health Organization
JDE (JD Edwards) – Financial software program

IV. POLICY

All revenue contracts will be subject to the following process, which follows generally accepted accounting procedures.

V. EXHIBITS

None

VI. REFERENCES

None

VII. PROCEDURES

<u>WHO</u>	<u>DOES WHAT</u>
Provider Relations Unit	Develops and processes revenue contracts.
Finance Staff	Prepared invoices as required (monthly, quarterly, etc.). Monitors receipt of payment. Issues Second Request Invoices if necessary. Notifies Finance Director of any account aged more than 90 days.
Finance Director	Follows up on any aged account exceeding 90 days. May submit account to a Collection Agency.