

Big Bend Community Based Care Policy & Procedure

Series: 1300: Financial Management

Policy Name: Billing Accounts Receivable

Policy Number: 1317

Origination Date: 01/29/09

Revised: Board Meeting of 4/27/2023

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to assure uniformity in billing, follow-up and posting of accounts by:

1. Billing accounts in accordance with any and all contractual arrangements;
2. Post payments to the proper accounts as soon as they are received;
3. Break down and reconcile remittance statements (denials, re-submittances, and payments) as soon as the statement is received.

Procedure

- A. The accounting staff will prepare and submit entries for all contracted services as required by each contract. These services will be billed within the time frame specified with appropriate attachments.
- B. Adjusting journal entries are prepared by the accounting staff. All entries for government funds are approved by the Chief Financial Officer or designee.