

NWF Health Network Policy & Procedure

Series: 1300: Financial Management

Policy Name: Billing Accounts Receivable

Policy Number: 1317

Origination Date: 01/29/09

Revised: Board Meeting of 02/27/2025

Policy

It is the policy of NWF Health Network (NWFHN), 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.** Designated Accounting Department and Budget and Compliance Department 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 designated staff. All entries for government funds are approved by the Chief Financial Officer or designee.