

Kids Central, Inc. System of Care Policy & Procedure

Series: Finance, Accounting and Contracts

Policy Name: Billing Accounts Receivable

Policy Number: 929

Origination Date: 08/23/06

Revision Date:

Authority:

Policy:

In order to establish and assure uniformity in the billing, follow-up and posting of accounts it is the policy of Kids Central, Inc. to:

1. Bill accounts in accordance with any and all contractual arrangements.
2. To post payments to the proper accounts as soon as they are received.
3. To break down and work on remittance statements (denials, re-submittances and payments) in a timely manner as soon as the statement is received.

Procedure:

1. The Finance Director prepares an invoice in accordance with contractual requirements.
2. Statements are generated for all outstanding Accounts Receivable on a monthly basis.

Approved By:

Cynthia A. Schuler, Chief Executive Officer

Date