

# Big Bend Community Based Care Policy & Procedure

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**Series:** 1300: Financial Management

**Policy Name:** Billing Accounts Receivable

**Policy Number:** 1317

**Origination Date:** 01/29/09

**Revised:** Board Meeting of 12/13/2018

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## 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.