

Big Bend Community Based Care Policy & Procedure

Series: 1300: Financial Management
Policy Name: Processing of Payments for Purchase of Service Requests
Policy Number: 1342
Origination Date: 3/9/2009 **Revised:** Board Meeting of 12/13/2018

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to utilize and maximize all funding sources in order to maintain children in their home or in the home of an unlicensed relative.

Procedure

A. Payment Process.

1. The Accounting Department will issue payment directly in the name of the vendor for approved non-network provider requests. (See *BBCBC OP 700-717, Network Provider Invoicing*, and *700-717 x 1, Exhibit B – Referral and Invoicing Procedure*).
2. For non-emergency non-network provider purchase of service requests the payment will be available no later than thirty (30) days following receipt of valid invoice and appropriate supporting documentation.
3. In emergency situations the requestor is encouraged to utilize the requestor's P-card for purchases. The requestor should then submit a request to BBCBC as a non-emergency non-network provider purchase of service request for processing the payment within in thirty (30) days.
4. Once the payment is processed with the Accounting Department will send payment directly to the vendor(s) or to the requestor who will deliver to the vendor(s), based on vendor request.
5. Requests for reimbursement received before the 10th of the month following service will be processed in the order in which they are received.
6. Requestors submitting incomplete supporting documentation for payment will be notified within five (5) business days of receipt of incomplete information. Requestor will have an additional five (5) business days to re-submit the requested supporting documentation for payment.
7. Requests for reimbursement received after the 10th of the month following service will be considered late. Requests for reimbursement received after the last day of the month following service will not be accepted for payment.

B. Tracking.

1. **Automated Method.** Once the Purchase of Services Request (POS) is entered into CoBRIS, tracking begins. The official time stamp on the POS is the time at which the Accounting Department authorizes the funds.
2. **Manual Method.** Once received by the Accounting Department, specifically, the designated Accountant will contact the appropriate CMO before authorizing funds if request is over yearly agreed upon limit. Otherwise, designated Accountant enters all incoming requests into POS database.

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3. The information to be included on the data base is as follows:
 - a. Date request received;
 - b. Name of Client;
 - c. Person and agency requesting funds;
 - d. Date of Authorization or denial;
 - e. Date requestor notified of the decision;
 - f. Date vendor paid (check mailed or picked up).