

	County of Sacramento Mental Health Division Adult Mental Health Services		Policy No.	02-04
			Issued Date	12-17-07
			Revision Date	10-07-08
AREA: Contract Administration		TITLE: Invoice Processing		
Approved by:		Approved By:		
Marcia Jo, JD, MPA Program Manager		Sandy Damiano, PhD Chief		

I. POLICY

Adult Mental Health Services Program Coordinators (MHPC) and Administrative Services Officers (ASO) reviews contractor invoices monthly prior to payment being authorized. This policy pertains to both Client Activity Tracking System (CATS) generated invoices and invoices generated by the Provider.

II. PROCEDURE FOR CATS GENERATED INVOICES

A. Adult MH ASO

1. After the CATS run at the beginning of each month (generally the business day nearest the 5th of the month), a designated ASO receives invoices from Fiscal based on billable services input into CATS by the contractors.
2. Upon receipt of the invoices, the ASO immediately makes two duplicate copies and distributes one complete copy to the appropriate MHPC for review. The ASO then reviews the other copy of the invoice for accuracy and reasonableness. The ASO and MHPC communicate questions and concerns to each other as soon as they are discovered, and inform each other of items that may cause processing delays. The ASO resolves outstanding discrepancies with Fiscal, obtains a revised cover sheet after resolution and forwards it to the MHPC for signature.
3. The ASO receives the signed copy of the invoice cover sheet and all provider generated invoices from the MHPC. A copy of that sheet is attached to the invoice detail that the ASO places in the file. The original signed copy is attached to the original invoice detail that is delivered to Fiscal for payment. If the entire package is not ready for Fiscal within 48 hours of delivery, the ASO informs Fiscal and the MHPC of the delay. Delivery to Fiscal should be in person. Inter-office mail results in an undesirable delay.

B. MHPC

1. Reviews the invoice against historical and trended reports to determine if there are abnormal unit volumes or unusually high, low, or a typical claims.

2. If there are any questions regarding the submitted billing, the MHPC resolves issues with the contractor and makes changes with notes on the invoice hard copy. The MHPC delivers this copy to the ASO for coordination of changes. The ASO delivers all changes to Fiscal and obtains a revised invoice.
3. The MHPC signs the final invoice authorizing payment and, within two days, forwards the invoice to the ASO.

III. PROCEDURE FOR PROVIDER GENERATED INVOICES

1. Providers will be advised to submit their invoices directly to MHPC.
2. MHPC reviews and authorizes according to contractual agreements and forwards the invoice to the ASO within two days. If payment of provider generated invoices is to be processed together with a CATS generated invoice, the documents can be combined and delivered together.
3. The ASO creates a file copy and sends the original to Fiscal for payment within two days of receipt.

Form Reference:

N/A

IV. REFERENCES	Related Policies & Procedures	State/Federal Codes/Other References
	N/A	
V. CONTACTS	Name	E-mail
	Designated Contract Monitor	
VI. SCOPE	<input checked="" type="checkbox"/> Mental Health Staff <input type="checkbox"/> Mental Health Treatment Center <input type="checkbox"/> Specific grant/specialty resource	<input checked="" type="checkbox"/> Adult Contract Providers <input type="checkbox"/> Children's Contract Providers