

**HACKETTSTOWN REGIONAL MEDICAL CENTER
ADMINISTRATIVE POLICIES
BILLING FOR SERVICES PERFORMED BY HRMC FOR OUTSIDE
ORGANIZATIONS**

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Effective Date: June 1993

Policy No: FI02

Cross Referenced:

Origin: Finance

Reviewed Date: 5/02, 9/04, 9/07, 4/10, 9/13

Authority: Chief Financial Officer

Revised Date:

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SCOPE

For all HRMC Employees

PURPOSE

The Hospital will use a billing format that is consistent throughout the hospital to track the revenue that is generated for services provided by hospital departments.

DEFINITIONS

I. N/A

POLICY

I. Prior to providing a service, a hospital department, which plans to provide the service to an outside organization, will discuss its plans with the Accounting Department.

II. The Accounting Department will set up appropriate general ledger accounts to accommodate future transactions.

III. After the service is provided, the department providing the service will produce an invoice which will include the following:

- Name and address of outside organization
- Name of contact person regarding service performed
- Date and description of service
- Charges or credits
- Current balance

IV. The department will mail the original bill to the outside organization along with a copy to be returned with payment. A copy of the invoice must be forwarded to the Accounting Department when invoice is mailed.

V. The Accounting Department will post this bill as revenue to the department providing the service and a receivable from the named outside organization.

VI. Payments are to be sent to the Accounting Department.

VII. Quarterly the Accounting Department will review the status of accounts receivable with respective departments to make sure all posting of revenue and payments are done correctly and to reconcile any variances.

VIII. Department Manager is responsible for follow up on past due receivables