

VALLEYCARE
OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
INPATIENT FINANCIAL SERVICES
POLICY & PROCEDURE

NUMBER: 2160
VERSION: 1

SUBJECT/TITLE: CERTIFIED CASES

POLICY:

PURPOSE: To ensure all cases are processed accurately and timely to the Certifiers.

DEPARTMENTS: INPATIENT FINANCIAL SERVICES

DEFINITIONS:

PROCEDURE:

RESPONSIBILITY ACTION

S/PFSW I (1) Deliver Medi-Cal cases to Unit Clerk area in the appropriate location.

UNIT CLERK (1) Retrieve Medi-Cal cases from the designated area, and do the following:

- A. Count cases and report the findings to the Assistant Division Head every morning.
- B. Access the patient record on the IPFS Case Tracking System (CTS) in the Hospital Information System (HIS) to update the case location.
 - 1. Move the file location to the new location (Certifiers).
- C. Date and initial the Route Slip in the designated space. Forward the certified cases to Certifiers in Cottage "H-1".
- D. Ensure that all cases for certification are ready by the morning mail.

References:	
Approved by: Katherine Salcido (Assistant Hospital Administrator III)	Date: 12/27/2010
Review Date: 07/26/2022	Revision Date: 11-16-10
Distribution: Inpatient Financial Services	
Original Date: 12/27/2010	