

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

**NUMBER: 2189  
VERSION: 1**

**SUBJECT/TITLE: TRANSFERRING CASES INTO SUSPENSE**

**POLICY:**

**PURPOSE: To control denied or discontinued Medi-Cal cases for 90 days prior to storage with File Keepers Inc. (FKI)**

**DEPARTMENTS: INPATIENT FINANCIAL SERVICES**

**DEFINITIONS:**

**PROCEDURE:**

**RESPONSIBILITY ACTION**

**CASE TRACKING CLERK**

- (1) Receive denied or discontinued Medi-Cal cases and post "Suspense", and current date on the master case jacket.
- (2) Complete Inactive Record form PA 261 (Attachment I), entering date to be sent to File Keepers Inc. (FKI), which is 90 days from current date.
- (3) Transfer cases electronically in LEADER.
- (4) Update PFS Case Tracking System (CTS) in Affinity by entering the "Transferred" item, following procedures in the PFS Case Tracking Manual.
- (5) File PA 261 in box in date order using control date for sending case to FKI.
- (6) File cases in alphabetical order in file cabinet.

References:	
Approved by: Katherine Salcido (Assistant Hospital Administrator III)	Date: 11/29/2010
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