

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

NUMBER: 2215
VERSION: 1

SUBJECT/TITLE: CONTRACTOR REFERRALS

POLICY:

PURPOSE: To ensure timely referrals to outside contractor
for patients who are billed Ability to Pay.

DEPARTMENTS: INPATIENT FINANCIAL SERVICES

DEFINITIONS:

PROCEDURE:

RESPONSIBILITY ACTION

SEPARATION CLERK

- (1) Receive all hospital folders final billed Ability to Pay (ATP) from Billing Review Clerk with copy of transmittal.
- (2) Photocopy:
 - A. All Facesheets billed ATP as indicated on transmittal.
 - B. Patient Account (PA) Notes
 - C. Chronological Logs
- (3) Forward photocopies with transmittal attached to Receptionist for pick up by Contractor's courier every Wednesday.
- (4) Forward hospital folders to Lektriever Clerk for filing.

LEKTRIEVER (1) Receive hospital folders with Final Billing enclosed, and complete the following:

- A. Update IPFS Case Tracking System (CTS) by completing "Hospital Folder Charge In" item, and custom questions.

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LEKTRIEVER

(Continued)

B. Change folder location to Lektriever for PRW final billings.

(2) File folders in Lektriever.

References:	
Approved by: Katherine Salcido (Assistant Hospital Administrator III)	Date: 12/27/2010
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