

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

**NUMBER: 2228  
VERSION: 1**

**SUBJECT/TITLE: DAILY COUNT**

**POLICY:**

**PURPOSE: To describe the process of providing a daily work flow count to Management, and for statistical purposes.**

**DEPARTMENTS: INPATIENT FINANCIAL SERVICES**

**DEFINITIONS:**

**PROCEDURE:**

**RESPONSIBILITY ACTION**

**BUDGET CLERK**

- (1) Receive cases from Department of Public Social Services Certification staff, two or more times daily.
- (2) Separate rejected cases first. Next identify and separate certified Inpatient and Outpatient cases, then approvals, denials, rejections and updated cases.
- (3) Combine Medi-Cal cases with hospital folders if patient was admitted.
- (4) Count number of each category. Maintain accumulative daily count of certified cases.
- (5) Provide daily count to Assistant Division Head by 10:00 A.M. daily.
- (6) Access PFS Case Tracking System (CTS) in Affinity, and enter "Reject" item. Forward rejected cases to PFS Control Worker.

References:	
Approved by: Lisa Cruz (Assistant Hospital Administrator)	Date: 12/27/2010
Review Date: <b>12/27/2013</b>	Revision Date: 12-01-10
Distribution: Inpatient Financial Services	
Original Date: 12/27/2010	