

POLICY

MONTHLY JOURNAL ENTRY REVIEW

4012

Recurring Journal Entries: The following entries are categorized as recurring and do not require individual authorization.

- Monthly AR adjustments for Patient Service charges, sliding fee scale adjustments, Contractual adjustments (EOB, MCR, MCD, etc), bad debt write offs per policy guidelines, bounced checks, EOB transfers to patient balances, refunds per policy guidelines, patient payments received and recurring capital equipment depreciation determined by policy and board guidelines.

Nonrecurring Journal Entries: All other entries are categorized as nonrecurring and do require individual authorization or review by the Chief Executive Officer or Board approval.

- Administrative AR write offs or adjustments by policy guidelines or Board approval.
- Sliding Fee Scale AR write offs or adjustments by policy guidelines or Board approval.
- All non-insurance adjustments will be approved by management and documented.

The Chief Executive Officer will review the Journal Entries worksheet and supporting documents monthly for inconsistencies.



CHIEF EXECUTIVE OFFICER

Date 12/14/2020



CHAIR, BOARD OF DIRECTORS

Date 12/14/2020

Date first adopted	12/19/2012
Date Revised/Finance Board approval	12/05/2012, 01/25/2017, 12/08/2020
New date adopted/Board of Directors approval	12/19/2012, 02/13/2017, 12/14/2020