


Name of Policy: Adjustment Authorization Policy Number: 3364-142-12 Approving Officer: Director Revenue Cycle and Clinic Operations Responsible Agent: Director Revenue Cycle and Clinic Operations Scope: Patient Financial Services		 Original effective date: August 1, 2008	
Key words:			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input checked="" type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

It is the goal of the Cash Posting and Billing representatives to reduce accounts receivables and increase cash collections. This policy is meant to allow fiscal responsibility for staff within those areas and safe guard monies properly owed to the University.

(B) Purpose of policy

To ensure appropriate review of potential adjustments resulting in reduced cash flow.

(C) Procedure

< \$1,000 – Referral to Cash posting via STAR Receivables Workstation for adjustment



≥ \$1,000 – Non-Charity or disability staff sends to respective manager via STAR Receivables Workstation.

Approval Limits*

\$1,000 - \$25,000 Manager Limit

\$25,000 - \$100,000 PFS Director or Administrative Director of Revenue Cycle

*Cash poster will send back via STAR Receivables Workstation if approvals not met.

<p>Approved by:</p> <p></p> <hr/> <p>Name Olivia Dacre Title Director Revenue Cycle and Clinic Operations</p> <p></p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">••• <p>Initial effective date: 08/01/2008 Review/Revision Date: 10/27/2014 Next review date: 11/01/2017</p>
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