


Name of Policy: <u>Adjustment Authorization</u> Policy Number: 3364-142-12 Department: Patient Financial Services Approving Officer: Director Revenue Cycle and Clinic Operations Responsible Agent: Director Patient Financial Services Scope: Patient Financial Services	 Effective Date: June 22, 2022 Initial Effective Date: August 18, 2011
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Minor/technical 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 safeguard 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 Adjustment request WQ in Epic for Manager level approval

≥ \$1,000 – Referral To Adjustment request WQ in Epic for Manager and Level 2 Director Level Approval

Approval Limits*

\$500 - \$2,000 Manager Limit

\$2,000 - \$100,000 PFS Director or Administrative Director of Revenue Cycle

*Epic system will auto post approved adjustments at the designated level of approval.

Approved by: <u>/s/</u> Debra Carpenter Director of Patient Financial Services _____ Date <u>/s/</u> Troy Holmes Administrative Director of Finance/Reimbursement _____ Date	Review/Revision Date: 8/18/11 5/14/2014 7/3/2019 6/13/2022 Next Review Date: 8/18/2025
Policies Superseded by This Policy:	

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.