

		Attach	Name	Action	Time
I	Call to Order and Roll Call		Tom Curtis		6:00 pm
II	Approval of Agenda		Tom Curtis	X	6:05 pm
III	Review of Minutes January, 2016	1	Tom Curtis		6:10 pm
IV	Discussion Items		Beth Hamilton		6:15 pm
	a. Spending Balance Report-Quarter1	2			
	b. Service Encounter Report- Quarter 1	3			
	c. Budget Development Process-Discussion				
	d. Discount Schedule	4		X	
	e. Schedule of Fees/Charges			X	
	f. Federal Poverty Guidelines	5		X	
	g. Finance Policies Reviewed			X	
	i. Acceptable Forms of Payment	6			
	ii. Allowance for Doubtful Accounts	7			
	iii. Bad Debt Adjustment	8			
	iv. Billing & Coding Standards	9			
	v. Claims Processing	10			
	vi. Credit Balances and Refunds	11			
	vii. EHR. EDR. EPM Charge Entry and Correction	12			
	viii. Explanation of Fee Schedules & Schedule of Discount	13			
	ix. Financial Orders Tracking	14			
	x. Homeless Status	15			
	xi. Incorrect Patient Address	16			
	xii. Insurance Pending	17			
	xiii. Patient Donations	18			
	xiv. Patient Registration	19			
	xv. Patient Statements & Collections	20			
	xvi. Patient Transaction Record Retention	21			
	xvii. Returned Check	22			
	xviii. Sliding Fee Discount Program	23			
	xix. Small Balance Write Off				
	xx. Unbilled Encounters				
V	Adjournment		Tom Curtis	X	7:00 pm

Next Scheduled Finance Committee Meeting: TBD

Location: 2316 S. Cedar Street • Lansing, MI 48910 • Forest Community Health Center • Conference Room

Committee Members:

Tom Curtis (Chair)

Mary Molloy

Jon Villasurda

Staff: Beth Hamilton

Support: Amber Desgranges