

## **Valleywise Health Administrative Policy & Procedure**

**Effective Date:** 08/06

**Reviewed Dates:** 02/10, 02/11, 01/13, 01/15, 01/17, 11/18, 10/20, 11/21

**Revision Dates:** 09/07, 03/09

**Policy #: 99002 G – Finance**

**Policy Title: Billing**

**Scope:**  **District Governance (G)**  
 **System-Wide (S)**  
 **Division (D)**  
 **Multi-Division (MD)**  
 **Department (T)**  
 **Multi-Department (MT)**  
 **FQHC (F)**

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### **Policy:**

It is the policy of the Board of Directors that the Maricopa County Special Health Care District shall bill only for services rendered, and all bills shall be prepared timely and in an appropriate format.

District staff, medical staff, and clinical providers must be thorough, accurate, and timely in completing any dictation, written or oral report, or other documentation necessary for prompt and accurate billing made to or for any payer or government agency.

District management and medical staff leadership are charged with the responsibility to develop and maintain processes that ensure the integrity of all billing.

**Valleywise Health Policy & Procedure - Approval Sheet**  
(Before submitting, fill out COMPLETELY.)

**POLICY RESPONSIBLE PARTY:** Maricopa County Special Health Care District  
Board of Directors

**DEVELOPMENT TEAM(S):** Clerk's Office

**Policy #:** 99002 G – Finance

**Policy Title:** Billing

**e-Signers:** Melanie Talbot, Chief Governance Officer and Clerk of the Board

**Place an X on the right side of applicable description:**

**New -**

**Retire -**

**Reviewed - X**

**Revised with Minor Changes -**

**Revised with Major Changes -**

**Please list revisions made below:** (Other than grammatical changes or name and date changes)

**Reviewed and Approved by in Addition to Responsible Party and E-Signer(s):**

**Committee:** N/A

**Committee:** N/A

**Committee:** N/A

**Reviewed for HR:** N/A

**Reviewed for EPIC:** N/A

**Other:** N/A

**Other:** N/A

**Other:** N/A