

YFSVA NOTE CONVERSION POLICY

Ensuring that YFSVA employees are paid timely on the 15th day and last day of each month is of critical importance. YFSVA receives its income from multiple insurance companies, Managed Care Organizations (MCOs) and other local, state and federal funding sources. YFSVA's income is based on fees for behavioral and mental health services provided by the company to clients and families enrolled in the company's programs and paid for by these entities. These funding sources have very strict guidelines and policies based on the timely submission of claims for the claims to be eligible for reimbursement. The funding sources reimbursement policies state that if a providing company submits claims that are late or delayed the providing company's reimbursement will also be delayed. Their policies further state that claims that are substantially late or inaccurate will cause reimbursement payments to be permanently declined and unpaid.

YFSVA's policies and procedures regarding employee submission of documentation of services rendered exist to ensure that the company can comply with various funding source's billing and reimbursement requirements. YFSVA provides claims to our funding sources based on documented evidence of services provided to clients and families. Documented evidence of the delivery of services is in the form of daily progress and clinical notes which provide specific details regarding date, time, location and nature of services provided. In order to be eligible for submission daily progress notes and other clinical documentation must be submitted accurately and timely.

In order to provide funding sources claims in a timely manner, YFSVA's policy regarding clinical documentation requires employee conversion of progress notes and other clinical documentation be completed by employees each day that services are provided. While company policy states that employees are required to complete and convert all progress notes daily, all progress notes and clinical documentation of services provided are considered late if not converted by 6:00 p.m. the next calendar day. Late note conversion causes delays in the company's billing and subsequently in the company receiving reimbursement. In order to reduce these delays, time associated with notes unconverted by the deadline may not be processed or paid for the pay period that the note conversion deadline was missed but in a subsequent pay period which is generally two to four weeks later.

Employees with repeated unconverted progress notes or other client related clinical documentation are subject to poor performance reviews and adverse corrective action. Enforcement of and adherence to this policy is essential to ensure timely payment of compensation to all YFSVA employees.