

FOOTHILLS GATEWAY, INC.

Billing and Utilization Supported Living Services (SLS)/Children's Extensive Supports (CES)

PROCEDURE:

State SLS Services

- Providers (PASAs and General Vendors) will submit billing invoices to the Foothills Gateway Finance office with dates of service and service categories by the end of the 4th working day of each month. Billing will be received, date stamped and tracked by the Finance Department.
- Finance will review billing for any issues to each Service Agency. An unpaid notice will be generated for items that cannot be billed and will be deducted from billing reports and payments including:
 - Service provided which is not in the Service Plan
 - Unallowable activity
 - Overutilization
- For PASAs, checks are issued on the 25th of the month for invoices submitted on time. Late invoices are paid Net 30. General Vendors are paid according to invoice terms.
- Corrections should be submitted on a separate invoice with an explanation for the change. Submitted corrections will be paid with the next billing cycle. Foothills Gateway Finance errors will be paid when ascertained.
- Monthly utilization reports will be given to FGI PASA by the end of each month following services.
- Service Agency will reimburse Foothills Gateway if overpaid by end of fiscal year (State SLS) or IP year (Medicaid SLS/CES).

MW SLS & CES Services

- Providers (Foothills Gateway PASA and General Vendors only) will submit billing invoices to the Foothills Gateway Finance office with dates of service and service categories by the end of the 4th working day of each month. Billing will be received, date stamped and tracked by the Finance Department.
- Finance will review billing to PARs for any issues in scope and duration of services and that the Vendor is in the PAR. An unpaid notice will be generated for items

General Vendor items that cannot be billed and will be deducted from billing reports and payments including:

- Service provided which is not in the Service Plan
 - Unallowable activity
 - Overutilization
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- For Foothills Gateway PASA, billing will be entered as reported.
 - Corrections should be submitted on a separate invoice with an explanation for the change. Submitted corrections will be paid with the next billing cycle. Foothills Gateway Finance errors will be paid when ascertained.
 - Monthly utilization reports will be given to FGI PASA by the end of each month following services.
 - Dates of Service for General Vendor Non-service Items:
 - Date of Service shall be the delivery date for online orders; dispense date for glasses and hearing aids, etc.
 - Date of Service for Vehicle Modifications shall be the date the vehicle is delivered to the family
 - Date of Service for Home Modifications shall be the date the home modification is complete.

08/03...10/10; 3/14; 8/16; 3/18; 9/19; 1/20; 1/21; 2/22