



REQUEST FOR BOARD ACTION

ITEM NO. 14.

DATE OF MEETING: November 18, 2013

REQUESTED BY: Carolyn Moser, Health and Human Services Director

SHORT TITLE: Resolution Authorizing Approval for the 2007-2012 Bad Debt Write-Off for the Health Department Dental and Mobile Dental Clinics in the Amount of \$104,125.10

BACKGROUND: The Health Department Dental Billing Staff reviews all patient accounts that have remained unpaid for a consecutive twelve months or more. If a patient has not visited the dental clinics within the past twelve months, the outstanding balance shall be considered as a bad debt and uncollectible. The Advisory Board of Health recommends that the Board of County Commissioners approve the Health Department Dental Clinics' 2007-2012 Bad Debt Write-Off in the amount of \$104,125.10. The Bad Debt Write-Off Policy is attached.

SPECIFIC ACTION REQUESTED: To consider a resolution approving the 2007-2012 Bad Debt Write-Off for the Dental and Mobile Dental Clinics in the amount of \$104,125.10.

COUNTY MANAGER'S RECOMMENDATION

Respectfully recommend approval.


Initial

RESOLUTION

NOW, THEREFORE BE IT RESOLVED by the Pender County Board of Commissioners that

the board hereby approves the Health Department Dental and Mobile Dental Clinics' 2007-2012 Bad Debt Write-Off. The Chairman/County Manager is authorized to execute any/all agreements necessary to implement the resolution.

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

YEA VOTES: Brown ___ McCoy ___ Tate ___ Ward ___ Williams ___

George R. Brown, Chairman 11/18/13
Date

ATTEST 11/18/2013
Date

Pender County Health Department Bad Debt Write Off Policy

After all procedures have been followed as described in the Pender County Health Department fee policy, the bad debt write off procedures will be followed.

An itemized list of uncollectable outstanding patient balances will be prepared at the end of the fiscal year for the health director to review. Those approved by the health director will be presented to the Pender County Advisory Board of Health and the Pender County Commissioners. Final approval will allow those balances to be written off. The Accounts Receivable system shall indicate the recording of the bill as uncollectable by adjusting the patient balance to zero. Evidence shall be on file to document required billings.

Family Planning patients will not be denied services for inability to pay. Payment arrangements will be made for all outstanding bad debt and any current unpaid balances for Family Planning services.

If a patient returns to the health department after a bad debt has been determined uncollectable, their bad debt write off will be reactivated and the billing process resumes. The patient's account balance will be reinstated at the full amount of the write off.

A patient should never be informed that a debt has been written off.