

Communication Sciences and Disorders, Speech-Language-Hearing Clinic

Policies and Procedures

**SUBJECT: Accounts billed for outstanding balance due Policy #14**

**Policy: The Insurance Billing and Collections Specialist is responsible for ensuring all outstanding balances are paid in a timely manner.**

**Procedure:**

* A spreadsheet of all accounts owed and paid is kept by the Insurance Billing and Collections Specialist.
* The Speech-Language-Clinic is working on utilizing an Electronic Medical Records system that has an accounts payable and accounts receivable component. We are hopeful that this will be accomplished by next year.