

**Network Service Provider Invoice Review**

**Policy**

It is the policy of Central Florida Behavioral Health Network, Inc. (CFBHN) to ensure that all Network Service Providers (NSPs) adhere to the funder(s) requirements for invoice submission and payment

**Purpose**

The purpose of this policy is to establish guidelines for CFBHN and NSP adherence to funder requirements for invoice submission and payment.

**Procedure**

1. CFBHN uses Contracts and Finance Exchange (CAFÉ) to maintain all the invoices for each NSP. This system is utilized by all NSPs under contract with CFBHN.
2. Invoices are due by the 10<sup>th</sup> of the month following service delivery.
3. The NSP requests for payments are processed monthly through the submission of a properly completed invoice.
4. CFBHN staff review the invoices to ensure there are no variances on the invoice and appropriate supporting documentation is submitted when requested.
5. Utilizing the *Data v. Billing* report, CFBHN staff compare units of services billed on the NSP invoice to the data units submitted to the Central Florida Health Data System (CFHDS) to verify that there are enough data units submitted to support the invoice.
6. NSP services not corrected within the required timeframe may result in a reduction in payment. Any reduction in payment is repaid to the NSP the following month, once the issue has been resolved.
7. NSP invoices are paid by CFBHN as required by the master contract for each funder.
8. CFBHN invoice submission to the funder is not delayed due to an incorrect or late NSP invoice.
9. Match and Medicaid units are accounted for on the NSP invoice.
10. Information submitted on the NSP's invoice is used to generate an expenditure report to be submitted to DCF, along with the invoice, as well as data for other funders.

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