

## 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 funders' requirements for invoice submission and payment.

### ***Purpose***

The purpose of this policy is to establish guidelines for CFBHN and NSPs' adherence to funders' requirements for invoice submission and payment.

### ***Procedure***

1. CFBHN uses the Carisk Portal to maintain invoices for each NSP. This system is used by all NSPs under contract with CFBHN.
2. Invoices are typically due by the 10<sup>th</sup> of the month following service delivery. The exact invoice and funding shift submission schedule can be found in Exhibit A<sub>1</sub> – Required Documents and Reports for the current fiscal year.
3. The NSPs' 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 invoices and appropriate supporting documentation is submitted when required. For fee-for-service covered services, the FASAMS data submitted by the NSP is linked to allowable, contracted, covered services. Invoice billing is permitted only when the FASAMS data submitted by an NSP is successfully accepted into the Carisk system.
5. For bundled projects requiring service data to be submitted, targets to be met, and/or submission of expenditure or other reports, CFBHN verifies that the requirements have been met. If requirements have not been met, CFBHN withholds payment as outlined in the provider's subcontract. If the subcontract allows, and a provider subsequently provides data, meets targets, and/or submits required reports the following month, the withholding is released with that next month's payment.
6. NSP invoices are paid by CFBHN as required by the master contract for each funder.
7. CFBHN does not delay invoice submission to the funder due to an incorrect or late NSP invoice.
8. Data and invoices submitted by NSPs are used to generate CFBHN's data, invoices, and expenditure reports for submission to DCF and other funders.

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