BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: INDIVIDUALS SUPPORTED INFORMATION

SUBMITTED BY: Lois S. Greene, SCCCMH	**DATE SUBMITTED:** 02/07/82	**SECTION:** Accounting	
BOARD APPROVED ON: 03/83	**DATE REVISED:** 06/07/17, 05/16/18, 07/15/26, 11/11/2026	**SUBJECT:** Medical Reimbursement Process	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 06/07/17, 05/16/18, 07/17/19, 07/15/26, 11/11/2026		**POLICY #:** IA-003	**PAGE #:** 1 of 2

I. APPLICATION

The provision stated herein shall apply to all individuals supported by Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It will be the policy of the organization to ensure proper authorization and payment of medical, surgical, equipment services, and environmental services.

III. DEFINITIONS

Emergency Services: medical services that are required immediately to maintain the life or health of an individual we support.

Urgent Services: any urgent medical service/equipment that is neither routine nor life-threatening (i.e. requiring same day service).

Routine Medical or Dental Services: services which do not require surgical procedures or extensive specialized treatment, and are provided on a regular basis (e.g. annual physical).

Pharmacy: prescriptions written by and authorized by a physician.

IV. NOTIFICATION/PROCEDURE

WHO	DOES WHAT
Program Supervisor	1. Determines what the anticipated source of payment will be. 2. Contacts case manager before any special medical services are provided, unless they are emergency services. If there is no anticipated source of payment a 091 is completed by the case manager and submited to St. Clair or Macomb County Community Mental Health Administrative Specialist/Finance with supporting documentation for processing and approval.

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IV. NOTIFICATION/PROCEDURE (continued)

WHO	DOES WHAT
St. Clair County Community Mental Health Authority Administrative Specialist/Finance	5. Approves/disapproves in writing and returns to program supervisor and finance director.
Program supervisor	6. If approved, services are performed/purchased and invoice is submitted to Accounts Receivable/Payable.
AR/AP Clerk	7. Pays invoice and gives paid receipts to finance director to bill contract agency on 091.
Finance Director	8. Submits paid receipt and 091 for reimbursement.
Program supervisor	9. If not approved, submits purchase order and supporting documentation to executive director if over $300.00.
Executive director	10. Approves or disapproves request and forwards purchase order to the program supervisor.
Program supervisor	11. If approved by the executive director services are performed/purchased and invoice is submitted to AR/AP Clerk.
AR/AP Clerk	12. Pays invoice.

V. EXHIBITS

A. 091 – Request for Medical, surgical, dental services