

Monthly Billing Checklist & Balancing

CALCULATING TOTAL DUE

1) Billing Update Sheet – See Appendix 1

- a. Complete the **MONTH** and **ENTITY** sections at the top of the page. If you prefer to separate your billing into different funds (General Fund, Road & Bridge, Social Service, etc.) you can do so in the **FUND** section.
- b. List all changes sent in with the billing, faxed or emailed mid-month.
 - i. **A** = Add new employee; **T** = Termination of Employment; **C** = Any other change in coverage
 - ii. **TOTAL DUE** – List the amount due or credit owed for each application, if applicable.
- c. **TOTAL DUE FROM CURRENT MONTH'S STATEMENT** – Enter the Invoice Total from the invoice you received from CHP. If you have a billing adjustment sheet please do not use the total after the adjustments, this will be done later.
- d. **ADDITIONS, TERMINATIONS & CHANGES** – Total all of the A's, T's & C's listed in the main section of the sheet and put the total in the **SUBTOTAL BOX**.
NOTE - Retro terminations – Maximum credit of 2 months can be taken.
- e. **OTHER ADJUSTMENTS** – This section includes:
 - i. Adjustments on your billing adjustment sheet, if you received one.
 - ii. Any under or over payments
- f. Calculate to arrive at the new **TOTAL** amount due. Make check payable to CHP for this amount due. **NOTE:** Do not make checks payable to CTSI. Checks will only be accepted if they are made out to CHP or County Health Pool. Multiple checks (for example from various departments) are acceptable.

- g. Keep a copy of the billing update sheet for your files and send original to CTSI along with all required forms and checks.

BILLING CHECKLIST -
THINGS TO SEND TO CHP

All documents and checks are due by the 10th of each month.

- 1) Completed Update Form – See enclosed Memo and Sample Form – **must** be completed every month if there are changes. Please note the following reasons the County Health Pool (CHP) needs the billing update sheet:
 - a. Assists you in balancing your accounts and submitting the correct amount due.
 - b. Assists CHP in balancing the bill.

- 2) Completed & Signed Enrollment Application and Change Form.
 - a. It is strongly suggested you make a copy of the application for your records

- 3) Any documentation requested on the Application Change form – Proof of prior coverage, Affidavits, Supplemental Life or Dependent Life Health Statement

- 4) Check (s)