



May 2021

TO: CHP Contacts  
FROM: CHP Staff  
RE: Updated Billing Update Sheet

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In an effort to assist in making the monthly billing process run smoother, the attached billing adjustment sheet is a very useful form. As a reminder, this sheet needs to be completed and submitted each month along with your check and other billing documents to the lockbox. Please note; if you have no changes for the month, you do not need to send a billing adjustment sheet. Just send your check to the lockbox.

Please note the following reasons the County Health Pool (CHP) needs the attached billing update sheet completed each month in order to process your entity's monthly billing;

- Allows CHP to verify that all applications you intended to submit for the month have been received.
- Assists you in balancing your accounts and submitting the correct amount due.
- Assists CHP in balancing the bill.
- Reviewed during CHP's annual audits.

Here are a few tips for completing the sheet.

- 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.
- **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.
- **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 appropriate box.
- **Other Adjustments** – This section includes.
  - o Adjustments on your billing adjustment sheet, if you received one.
  - o Any under or over payments

Please contact CHP if you have any questions. Thank you.

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**County Technical Services, Inc.**

**Administration & Loss Control**

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