Mid-Missouri Supported Living, LLC, will support and utilize the Department of Mental Health's computerized systems, as required for service reporting, billing, data collection and other activities as specified by the Department. Mid-Missouri Supported Living will utilize CIMOR and any other DMH's computerized system as required by the Department for purposes of billing, reporting and other activities as required.

Policy:

Mid-Missouri Supported Living's Local Security Officer will ensure that all staff who are involved in billing receive and maintain access to CIMOR, DMH's current billing system.

Mid-Missouri Supported Living designated billing staff will ensure that billing for services delivered is done accurately by the last day of every month and that the timeline for entering billing will not exceed 365 days from the date services were rendered.

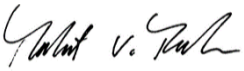
Mid-Missouri Supported Living will bill only for actual, authorized services provided in accordance with the requirements of the contract, and DMH will pay Mid-Missouri Supported Living in accordance with the applicable rates specified and authorized in CIMOR. Mid-Missouri Supported Living will only bill for the days that the individuals supported were present and received services.

Mid-Missouri Supported Living's Director will ensure that the agency has copies of UR approvals for any requested services before providing the services. In addition, the Director will review CIMOR to ensure that the services are approved on the state's current billing system and will immediately report any incorrect authorizations to the Support Coordinator to be corrected promptly.

Mid-Missouri Supported Living will be responsible for collecting other monthly payments specified on the Supported Living budgets from the individuals supported or their financially responsible persons unless one of DMH's Regional Offices is the payee.

Mid-Missouri Supported Living will retain all auditable records for authorized and billed services performed under its contract with DMH, and all financial records shall conform to General Acceptable Accounting Principles, reflecting at a minimum the specified number and type of service units provided, the number and type of individuals supported, daily service notes and other relevant records for a period of Seven (7) years.

Documents to be retained for seven years that support the billing hours include the daily notes, all timesheets and payroll records, ledgers, monthly reviews, RN assessments, vehicle logs and any other documents that would support units that were billed for.



Approved by: _____

Robert Palmer, RN, BSN, Owner MMSL