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**YORK/ADAMS  
DRUG & ALCOHOL COMMISSION**  
*Recovery on the Horizon*  
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Audrey L. Gladfelter, Administrator

Date: March 26, 2014

From: Lisa Ahmed, Chief Fiscal Officer

To: Outpatient treatment providers

Re: Invoice procedures

In an effort to effectively track data for accurate reporting, York/Adams Drug & Alcohol Commission is issuing the following change to the YADAC billing process. Effective April 1<sup>st</sup>, 2014, billing protocol will be as follows:

**Services billed must be broken out by day on the invoice.** The Commission must be able to determine how many units of service were provided on any given day. Adding the total units for a time period does not allow the Commission to report properly.

*Additionally, while the following are not new requirements, it is important to remember that:*

1. **Client number on invoices MUST be the UCN (unique client number) from STAR.** This will allow YADAC to look in STAR to determine client details.
2. **Client names are NOT to be included on any invoice.** Invoices may be forwarded on to other departments and cannot have client identifying information on them. The UCN number is the only identifier that should be on the invoice.
3. **Invoices received greater than one month past the due date may not be processed.** The due date for all invoices is the 15<sup>th</sup> of the month following the service or if the client is part of the DRC program, no later than (5) five business days after the last treatment episode of each month (please reference DRC Billing Protocol Memo dated 2/3/14.)

Please feel free to contact our office if you have any questions or concerns with the aforementioned protocol.