

HEALTHWEST

Procedure

No. 03-017

Prepared by:

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Approved by:

Subject: Client Payeeship

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I. PURPOSE

To provide a procedure for processing payeeship requests for those individuals receiving services for whom HealthWest is payee.

II. APPLICATION

For all HealthWest staff who request money/bills to be paid out of individual funds.

III. PROCEDURE

- A. All income will be entered into the County Finance system when deposited and posted to the individual's account as it is received.
- B. Anytime individuals, for whom we are payee, request money, a PFRA/CFRA is completed with appropriate approvals; or an invoice is submitted to the Finance department for processing.
- C. After a request is received in Finance, it is entered into the finance system to request a check. The invoices are entered into the County Finance system under the HealthWest invoice section.
- D. Staff may set up automatic payment requests for individuals. These payments will be made at intervals requested by the worker.
- E. Requests are processed after monies are known to have been received by Finance. Requests are processed based on availability of each client's money and on a priority basis. Examples would be: rent, gas, electric, and food; these would be paid before other money requests or bills.
- F. All requests are then posted to that client's account.

- G. Each client's account will be balanced to the County Finance system on a monthly basis. Monthly statements are available to individuals at any time upon request.
- H. A separate bank account will be maintained for all consumer funds received.

GP/ab