



**Program #40040B - Financial Reporting, Medical Accounts Receivable, Accounting Support** 3/7/2022

**Department:** Health Department **Program Contact:** Wendy Lear  
**Program Offer Type:** Innovative/New Program **Program Offer Stage:** As Requested  
**Related Programs:**  
**Program Characteristics:** Out of Target

**Executive Summary**

This program offer adds two Finance Specialist senior positions to support multiple teams within the division. They will increase the divisions capacity to provide analytical, account reconciliation support and financial reporting.

**Program Summary**

Medical Accounts Receivable team is responsible for medical billing, cash collection and patient account services for the Health Department's primary care, dental, specialty clinics, pharmacy, lab, behavioral health, and community-based health services. This program offer will provide analysis and reporting to this team. It will also increase the the accounting capacity of the division, supporting grant analysis, reconciliation, account balancing, and monthly financial reporting and analysis.

The workload of this division has grown significantly over the last 5 years. Employees and supervisors have identified gaps within their teams, resource needs and recommended changes to improve workplace satisfaction. Increasing the number of staff able address some of the capacity gaps, fill in during peak times; provide back-up and crosstraining support was universally viewed as a necessity in order to retain staff and improve workplace satisfaction.

**Performance Measures**

Measure Type	Primary Measure	FY21 Actual	FY22 Budgeted	FY22 Estimate	FY23 Offer
Output	Number of financial reports issued	N/A	N/A	N/A	200
Outcome	% of federal draws completed within 30 days of period close	N/A	N/A	N/A	80%
Outcome	% of financial reports issued on time	N/A	N/A	N/A	90%

**Performance Measures Descriptions**

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Requested General Fund	Requested Other Funds
Program Expenses	2022	2022	2023	2023
Personnel	\$0	\$0	\$266,614	\$0
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$266,614</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$266,614</b>	
<b>Program FTE</b>	0.00	0.00	2.00	0.00

Program Revenues				
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Explanation of Revenues

Significant Program Changes

Last Year this program was: