

**BLOSS MEMORIAL HEALTHCARE DISTRICT, A Public Entity (BMHD)
CENTRAL CALIFORNIA DENTAL SURGERY CENTER (CCDSC)**

**Advisory Committee Meeting
Executive Conference Room
Tuesday, January 24, 2017
10:00 am**

AGENDA FOR PUBLIC SESSION

I. PUBLIC COMMENTS

“Comments can be made concerning any matter within the Advisory Committee’s jurisdiction; but if the matter is not on the agenda, there will be no discussion of the issue. A person addressing the Advisory Committee will be limited to 5 minutes.”

	<u>ACTION</u>	<u>EXHIBIT</u>
II. CALL TO ORDER		
III. ROLL CALL		
IV. APPROVAL OF AGENDA	*	
V. APPROVAL OF MINUTES		
A. December 20, 2016 Meeting Minutes	*	1
VI. FINANCIAL REPORT		
A. December 2016 Financials	*	2
VII. ADMINISTRATOR REPORT		
VIII. OLD BUSINESS		
IX. NEW BUSINESS		
A. Policies & Procedures Recommendation	*	3
B. Credentialing / Privileging Recommendation	*	
X. AGENDA FOR CLOSED SESSION		
Closed Session Items Pursuant the Brown Act will be:		
1. Section 54954.5(h) Report Involving Trade Secrets – Regarding New Services. Estimated date of public disclosure will be in 2017.		
2. Section 54954.5 (c); 54956.9 Conference with Legal Counsel for Initiation of Litigation.		
3. Section 1461 of the Health and Safety Code – Quality Management.		
4. Section 54957 Personnel Actions.		
XI. NEXT MEETING DATE		
XII. ADJOURNMENT		

**BLOSS MEMORIAL HEALTHCARE DISTRICT, A Public Entity (BMHD)
CENTRAL CALIFORNIA DENTAL SURGERY CENTER (CCDSC)
Advisory Committee Meeting
Executive Conference Room
Tuesday, December 20, 2016
10:00 am**

CALL TO ORDER

Edward Lujano called the meeting to order at 10:02 a.m.

ROLL CALL

Present: Edward Lujano, Bloss CEO; Fily Cale, Executive Assistant; Kory Billings, Committee Member; Lloyd Weaver, Committee Member

Others Present: David Thompson, CCDSC Administrator and Dawnita Castle, Senior Accountant

Absent: None

APPROVAL OF AGENDA

A motion was made / seconded, (Kory Billings / Lloyd Weaver) to approve the December 20, 2016 agenda as presented. Motion carried.

APPROVAL OF MINUTES

A. November 29, 2016 Meeting Minutes, Exhibit 1

A motion was made /seconded, (Lloyd Weaver / Kory Billings) to approve the November 29, 2016 meeting minutes as presented, Exhibit 1. Motion carried.

FINANCIAL REPORT

A. November 2016 Financials, Exhibit 2

Dawnita Castle reported that for the month of November 2016, CCDSC treated 181 patients and recorded a net profit in the amount of \$27,218 before overhead and \$22,230 after overhead. YTD profit for the five months ending in November 2016 was \$140,076.

A motion was made /seconded, (Lloyd Weaver / Kory Billings) to approve and accept the November 2016 Financials report, Exhibit 2. Motion carried.

ADMINISTRATOR REPORT

David Thompson reported that November 2016 was a short month due to the holiday.

Anthem Blue Cross is changing their authorization process and will no longer accept Denti-Cal's treatment authorization only their IPA's authorization. We don't use IPA's as we don't use MD's. This does not have a huge impact upon CCDSC as we have about 10 patients per month with Anthem Blue Cross.

The provider pool has stabilized and we have two new providers starting in January 2017.

CCDSC has an upcoming AAAHC survey between January 2017 and April 2017. The application has been completed and sent to AAAHC for scheduling. CCDSC has been licensed and certified as a surgical center by the State, it does not mean that AAAHC won't find their own interpretation of things.

REPORTS

This item will be removed from the agenda.

OLD BUSINESS

None

NEW BUSINESS

A. Policies & Procedures Recommendation, Exhibit 4

None.

B. Credentialing Privileging Recommendation

None.

AGENDA FOR CLOSED SESSION

Edward Lujano, stated that there will be discussion under Section 1461 Quality Management.

NEXT MEETING DATE

The next Governance meeting will be held Tuesday, January 24, 2017 at 10:00 am.

ADJOURNMENT

As there was no further business, the meeting adjourned into closed session at 10:07 am.

The meeting reconvened into public session at 10:21 am. No action taken.

Respectfully Submitted,

Fily Cale
Executive Assistant

Kory Billings
Committee Member

**CENTRAL CALIFORNIA DENTAL SURGERY CENTER (CCDSC)
Period Ended December 2016**

December Financial Statements:

Prior Month Comparison (**blue**)

Monthly Operating Report Summary (**green**)

Accrual Basis

Income Statement per Case Analyses (**white**)

December Check Register (**goldenrod**)

A/R Aging (**white**)

A/R Activity Summary (**pink**)

Monthly Billing by Insurance (**green**)

CENTRAL CALIFORNIA DENTAL SURGERY CENTER
 MONTHLY OPERATING STATEMENT
 PRIOR MONTH COMPARISON
 7200 BMH CCDSC
 D. THOMPSON

	DEC 2016 ACTUAL	NOV 2016 ACTUAL	\$ VARIANCE	% VARIANCE
REVENUES				
CCDSC DENTAL SURGERY REV	186,961	232,816	(45,854)	(19.70)%
TOTAL PATIENT REVENUE	<u>186,961</u>	<u>232,816</u>	<u>(45,854)</u>	<u>(19.70)%</u>
DEDUCTIONS FROM REVENUES				
DENTAL SURGERY RD	9,348	11,641	2,293	19.70%
TOTAL DEDUCTIONS FROM REVENUE	<u>9,348</u>	<u>11,641</u>	<u>2,293</u>	<u>19.70%</u>
NET PATIENT REVENUE	<u>177,613</u>	<u>221,175</u>	<u>(43,562)</u>	<u>(19.70)%</u>
OTHER OPERATING REVENUE				
TOTAL NET OPERATING REVENUE	<u><u>177,613</u></u>	<u><u>221,175</u></u>	<u><u>(43,562)</u></u>	<u><u>(19.70)%</u></u>
EXPENSES				
SALARIES				
MANAGEMENT AND SUPERVISION	9,360	5,924	(3,436)	(58.01)%
TECHNICAL AND SPECIALIST	4,625	3,683	(941)	(25.55)%
REGISTERED NURSE	14,269	11,771	(2,499)	(21.23)%
LICENSED VOCATIONAL NURSE	5,495	3,919	(1,577)	(40.24)%
MEDICAL ASSISTANTS	12,791	12,740	(50)	(0.39)%
CLERICAL	11,174	9,465	(1,709)	(18.06)%
VACATION EXPENSE	(5,308)	303	5,612	1,849.85%
TOTAL SALARIES	<u>52,405</u>	<u>47,805</u>	<u>(4,600)</u>	<u>(9.62)%</u>
BENEFITS				
FICA	4,307	3,547	(760)	(21.44)%
HEALTH INSURANCE	4,347	4,196	(151)	(3.61)%
WORKERS COMPENSATION	351	351	0	0.00%
OTHER BENEFITS	650	121	(529)	(435.91)%
TOTAL BENEFITS	<u>9,655</u>	<u>8,215</u>	<u>(1,440)</u>	<u>(17.53)%</u>
TOTAL SALARIES AND BENEFITS	<u><u>62,060</u></u>	<u><u>56,020</u></u>	<u><u>(6,041)</u></u>	<u><u>(10.78)%</u></u>
PROFESSIONAL FEES				

CENTRAL CALIFORNIA DENTAL SURGERY CENTER
 MONTHLY OPERATING STATEMENT
 PRIOR MONTH COMPARISON
 7200 BMH CCDSC
 D. THOMPSON

	DEC 2016 ACTUAL	NOV 2016 ACTUAL	\$ VARIANCE	% VARIANCE
CONSULTING & MANAGEMENT	12,500	12,900	400	3.10%
OTHER CONTRACTED SERVICE	2,100	2,622	523	19.93%
ANESTHESIOLOGIST	31,000	35,700	4,700	13.17%
DENTIST	27,602	37,753	10,151	26.89%
TOTAL PROFESSIONAL FEES	73,202	88,976	15,774	17.73%
SUPPLIES				
DENTAL SUPPLIES	7,190	5,102	(2,088)	(40.93)%
MEDICAL GASES	444	541	97	17.92%
PHARMACEUTICALS	3,639	4,392	754	17.15%
OTHER MEDICAL SUPPLIES	8,237	7,961	(276)	(3.46)%
LINEN	1,562	989	(573)	(57.94)%
CLEANING SUPPLIES	17	0	(17)	
OFFICE SUPPLIES	490	877	387	44.13%
EMPLOYEE APPAREL	1,081	846	(236)	(27.88)%
OTHER MINOR EQUIPMENT	0	750	750	100.00%
OTHER NON-MEDICAL SUPPLIES	2,304	2,206	(98)	(4.45)%
INVENTORY ADJUSTMENTS	0	180	180	100.00%
FREIGHT ON PURCHASES	176	138	(38)	(27.46)%
GROSS VARIANCE	73	0	(73)	
SALES TAX AND VARIANCE	224	544	320	58.89%
TOTAL SUPPLIES	25,435	24,524	(911)	(3.71)%
PURCHASED SERVICES				
REPAIRS AND MAINTENANCE	1,456	2,046	590	28.82%
MANAGEMENT SERVICES	200	200	0	0.00%
OTHER PURCHASED SERVICES	13,799	12,816	(983)	(7.67)%
TOTAL PURCHASED SERVICES	15,455	15,062	(393)	(2.61)%
DEPRECIATION				
DEPREC - LAND & IMPROVEMENTS	100	100	0	0.00%
DEPREC-LEASEHOLD IMPROVEMENTS	15	15	0	0.00%
DEPREC-EQUIPMENT	1,815	1,815	0	0.00%
TOTAL DEPRECIATION	1,930	1,930	0	0.00%
RENTS AND LEASES				
UTILITIES				
OTHER OPERATING EXPENSES				

CENTRAL CALIFORNIA DENTAL SURGERY CENTER
 MONTHLY OPERATING STATEMENT
 PRIOR MONTH COMPARISON
 7200 BMH CCDCS
 D. THOMPSON

	DEC 2016 ACTUAL	NOV 2016 ACTUAL	\$ VARIANCE	% VARIANCE
TAX AND LICENSE	77	0	(77)	
OTHER UNASSIGEND COSTS	255	333	78	23.31%
TELEPHONE	544	846	303	35.76%
SUBSCRIPTIONS & DUES	0	932	932	100.00%
TRAVEL	2,863	2,161	(703)	(32.53)%
ADVERTISING	1,588	2,500	912	36.48%
OTHER EXPENSES	472	507	35	6.90%
CONTINGENCY EXP	(5,586)	1,000	6,586	658.64%
TOTAL OTHER OPERATING EXPENSE	<u>213</u>	<u>8,279</u>	<u>8,066</u>	<u>97.43%</u>
TOTAL OPERATING EXPENSE	<u>178,295</u>	<u>194,790</u>	<u>16,495</u>	<u>8.47%</u>
NET INCOME FROM OPERATIONS	(681)	26,385	(27,066)	(102.58)%
NON-OPERATING REVENUES				
GRANT REVENUE	<u>833</u>	<u>833</u>	<u>0</u>	<u>0.00%</u>
TOTAL NON-OPERATING REVENUE	<u>833</u>	<u>833</u>	<u>0</u>	<u>0.00%</u>
NET INCOME BEFORE ALLOCATION OF OVERHEAD	152	27,218	(27,066)	(99.44)%
ALLOCATIONS				
ALLOCATION - SQ FT	4,746	4,868	121	2.49%
ALLOCATION - SALARY	<u>81</u>	<u>121</u>	<u>40</u>	<u>33.33%</u>
TOTAL ALLOCATIONS	<u>4,827</u>	<u>4,989</u>	<u>162</u>	<u>3.24%</u>
NET INCOME AFTER ALLOCATION OF OVERHEAD	(4,675)	22,230	(26,905)	(121.03)%
STATISTICS				
LABOR STSTISTICS				
PRODUCTIVE HOURS	1,619	1,578	(41)	(2.59)%
NON-PRODUCTIVE HOURS	<u>613</u>	<u>538</u>	<u>(74)</u>	<u>(13.79)%</u>

RUN DATE: 01/19/17
RUN TIME: 0857

Castle Family Health Centers GL **LIVE**

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RUN: CCDSC REPORTS RPT: CCSDTLMO FMT: INC MO 1

CENTRAL CALIFORNIA DENTAL SURGERY CENTER
MONTHLY OPERATING STATEMENT
PRIOR MONTH COMPARISON
7200 BMH CCDSC
D. THOMPSON

	DEC 2016 ACTUAL	NOV 2016 ACTUAL	\$ VARIANCE	% VARIANCE
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TOTAL PAID HOURS	2,231	2,116	(115)	(5.44)%
VISITS				
OTHER VISITS	135	181	46	25.41%
TOTAL VISITS	135	181	46	25.41%
PROCEDURES				

CENTRAL CALIFORNIA DENTAL SURGICAL CENTER
MONTHLY OPERATING REPORT SUMMARY
7200 BHM CCOSC
D. THOMPSON

	DEC 2016 ACTUAL	DEC 2015 ACTUAL	\$ VARIANCE	% VARIANCE	DEC 2016 YTD ACTUAL	DEC 2015 YTD ACTUAL	\$ VARIANCE	% VARIANCE
PATIENT SERVICES REVENUE	186,961	143,054	43,906.91	31%	1,520,656	1,560,335	(39,680)	(2.54)%
CCOSC DENTAL SURGERY REV	186,961	143,054	43,906.91	31%	1,520,656	1,560,335	(39,680)	(2.54)%
TOTAL PATIENT REVENUE	186,961	143,054	43,906.91	31%	1,520,656	1,560,335	(39,680)	(2.54)%
DEDUCTIONS FROM REVENUE	9,348	10,729	1,381.01	13%	115,944	133,482	17,538	13.14%
DENTAL SURGERY RD	0	0	0.00	0%	(15)	0	15	
OTHER / SELF	0	0	0.00	0%				
TOTAL DEDUCTIONS FROM REVENUE	9,348	10,729	1,381.01	13%	115,929	133,482	17,553	13.15%
NET PATIENT REVENUE	177,613	132,325	45,287.92	34%	1,404,727	1,426,853	(22,127)	(1.55)%
OTHER REVENUE			0.00	0%			0	0.00%
TOTAL NET OPERATING REVENUE	177,613	132,325	45,287.92	34%	1,404,727	1,426,853	(22,127)	(1.55)%
OPERATING EXPENSES	52,405	32,802	(19,503.22)	(60)%	304,277	260,296	(43,981)	(16.90)%
SALARIES AND WAGES	9,655	2,374	(7,280.88)	(307)%	46,691	45,843	(848)	(1.85)%
EMPLOYEE BENEFITS	73,202	73,679	476.74	1%	579,168	619,692	40,534	6.54%
PROFESSIONAL FEES	25,435	14,896	(10,538.84)	(71)%	184,342	176,627	(7,715)	(4.37)%
SUPPLIES	15,455	10,266	(5,189.27)	(51)%	104,849	126,405	21,556	17.05%
PURCHASED SERVICES	1,930	1,876	(54.24)	(3)%	11,382	10,332	(1,050)	(10.16)%
DEPRECIATION	0	149	148.49	100%	0	149	149	100.00%
RENTS AND LEASES	213	1,163	950.30	82%	43,800	81,977	38,177	46.57%
OTHER EXPENSES								
TOTAL OPERATING EXPENSE	178,295	137,204	(41,090.92)	(30)%	1,274,498	1,321,321	46,822	3.54%
NET INCOME FROM OPERATIONS	(681)	(4,878)	4,197.00	(86)%	130,228	105,533	24,696	23.40%
NON-OPERATING REVENUE	833	0	833.33	0%	10,000	0	10,000	0.00%
NON-OPERATING EXPENSE	0	0	0.00	0%	0	0	0	0.00%
NET NON-OPERATING INCOME	833	0	833.33		10,000	0	10,000	
NET INCOME	152	(4,878)	5,030.33	(103)%	140,228	105,533	34,696	32.88%

BLOSS MEMORIAL HEALTHCARE DISTRICT

	<u>INCOME STATEMENT</u>		<u>\$ PER CASE</u>
Month of December 2016	CCDSC	CCDSC	CCDSC
NUMBER OF CASES	<u>135</u>		<u>135</u>
NET PATIENT REVENUE	177,613		1,316
OTHER REVENUE	<u>0</u>		<u>0</u>
TOTAL NET OPERATING REVENUE	<u>177,613</u>		<u>1,316</u>
OPERATING EXPENSES			
SALARIES AND WAGES	52,405		388
EMPLOYEE BENEFITS	9,655		72
PROFESSIONAL FEES	73,202		542
SUPPLIES	25,435		188
PURCHASED SERVICES	15,455		114
DEPRECIATION	1,930		14
RENT	0		0
UTILITIES	0		0
INSURANCE	0		0
OTHER EXPENSES	<u>213</u>		<u>2</u>
TOTAL OPERATING EXPENSE	<u>178,295</u>		<u>1,321</u>
NET INCOME FROM OPERATIONS	(682)		(5)
NON-OPERATING REVENUE	<u>833</u>		
NET INCOME	<u><u>152</u></u>		<u><u>1</u></u>

**Central California Dental Surgery Center
Auto Debits - Old Account**

Bank Fees	255.19
Transfer to CCDSC New Account	0.00
Transfer to Bloss	0.00
Grand Total	<u>255.19</u>

**Central California Dental Surgery Center
Auto Debits - New Account**

Bank Fees	0.00
Transfer to Bloss for Payroll	140,950.54
Grand Total	<u>140,950.54</u>

RUN DATE: 01/03/17
 RUN TIME: 0931
 RUN USER: COOKS

Castle Family Health Centers AP **LIVE**
 CHECK REGISTER BY DATE

CCDSC
 FROM 12/01/16 TO END

DATE	CHECK NUM	VENDOR NUM	VENDOR NAME	STATUS	STATUS DATE	AMOUNT	
						ISSUED/ CLEARED	VOIDED/ UNCLAIMED
12/07/16	001751	S0320	A SIMPLE SOLUTION	ISSUED	12/07/16	228.00	
12/07/16	001752	S0297	ALSCO, INC.	ISSUED	12/07/16	236.96	
12/07/16	001753	S0350	AT&T - CALNET 3	ISSUED	12/07/16	52.71	
12/07/16	001754	S0066	HENRY SCHEIN DENTAL (3194208)	ISSUED	12/07/16	3541.81	
12/07/16	001755	S0012	MAXDENT DENTAL SUPPLY, INC.	ISSUED	12/07/16	156.33	
12/07/16	001756	S0098	MERCED COUNTY - CASTLE AIRPORT	ISSUED	12/07/16	25.49	
12/07/16	001757	S0346	SOMTHIN' FISHY	ISSUED	12/07/16	100.00	
12/07/16	001758	S0021	WESTCON MEDICAL	ISSUED	12/07/16	1078.91	
12/07/16	001759	S0233	ZENITH INSURANCE COMPANY	ISSUED	12/07/16	351.00	
12/14/16	001760	S0297	ALSCO, INC.	ISSUED	12/14/16	236.96	
12/14/16	001761	S0033	AT&T	ISSUED	12/14/16	55.61	
12/14/16	001762	S0035	AT&T	ISSUED	12/14/16	172.92	
12/14/16	001763	S0350	AT&T - CALNET 3	ISSUED	12/14/16	97.51	
12/14/16	001764	S0066	HENRY SCHEIN DENTAL (3194208)	ISSUED	12/14/16	846.44	
12/14/16	001765	S0016	MCKESSON MEDICAL SURGICAL(54363856)	ISSUED	12/14/16	1782.93	
12/14/16	001766	S0288	SMILE BUSINESS PRODUCTS, INC.	ISSUED	12/14/16	161.27	
12/14/16	001767	S0255	VALLEY YELLOW PAGES	ISSUED	12/14/16	1025.20	
12/21/16	001768	S0297	ALSCO, INC.	ISSUED	12/21/16	236.96	
12/21/16	001769	S0350	AT&T - CALNET 3	ISSUED	12/21/16	50.58	
12/21/16	001770	S0317	HCBINTEL	ISSUED	12/21/16	10416.38	
12/21/16	001771	S0191	HENRY SCHEIN MEDICAL (920126)	ISSUED	12/21/16	1648.97	
12/21/16	001772	S0066	HENRY SCHEIN DENTAL (3194208)	ISSUED	12/21/16	3241.94	
12/21/16	001773	S0239	OVERNIGHT HANDPIECE REPAIR	ISSUED	12/21/16	676.00	
12/21/16	001774	S0239	OVERNIGHT HANDPIECE REPAIR	ISSUED	12/21/16	311.00	
12/21/16	001775	S0016	MCKESSON MEDICAL SURGICAL(54363856)	ISSUED	12/21/16	2358.35	
12/21/16	001776	S0054	OFFICE DEPOT	ISSUED	12/21/16	27.00	
12/21/16	001777	S0020	UNIVERSAL DATATECH	ISSUED	12/21/16	1917.09	
12/21/16	001778	S0092	YP	ISSUED	12/21/16	563.00	
12/28/16	001779	S0297	ALSCO, INC.	ISSUED	12/28/16	241.76	
12/28/16	001780	S0191	HENRY SCHEIN MEDICAL (920126)	ISSUED	12/28/16	943.21	
12/28/16	001781	S0066	HENRY SCHEIN DENTAL (3194208)	ISSUED	12/28/16	548.86	
12/28/16	001782	S0346	SOMTHIN' FISHY	ISSUED	12/28/16	100.00	
TOTAL \$						33431.15	

**CENTRAL CALIFORNIA DENTAL SURGERY CENTER
 ACCOUNTS RECEIVABLE AGING SCHEDULE - 12 MONTH COMPARISON**

OPEN DENT	TOTAL	0 - 30	30 - 60	60 - 90	90 - 120		% < 60 DAYS	% > 90 DAYS
Jan-16	442,654	169,947	42,019	37,985	192,703	0	47.89%	43.53%
Feb-16	531,506	199,884	94,761	41,767	195,093	0	55.44%	36.71%
Mar-16	647,485	284,255	110,533	40,077	212,620	0	60.97%	32.84%
Apr-16	798,403	299,243	234,651	45,210	219,300	0	66.87%	27.47%
May-16	578,007	230,973	72,878	55,492	218,664	0	52.57%	37.83%
Jun-16	667,060	279,718	94,766	48,841	243,735	0	56.14%	36.54%
Jul-16	661,577	252,009	75,976	55,643	277,948	0	49.58%	42.01%
Aug-16	632,549	239,711	57,290	37,878	297,670	0	46.95%	47.06%
Sep-16	583,485	206,005	59,134	18,158	300,188	0	45.44%	51.45%
Oct-16	533,146	172,192	53,172	14,951	292,832	0	42.27%	54.93%
Nov-16	543,005	183,532	37,554	20,293	301,626	0	40.72%	55.55%
Dec-16	474,924	133,830	35,952	15,194	289,948	0	35.75%	61.05%
% OF TOTAL		28.18%	7.57%	3.20%	61.05%	0.00%		

CENTRAL CALIFORNIA DENTAL SURGERY CENTER
 ACCOUNTS RECEIVABLE
 12 MONTH COMPARISON
 DAYS IN A/R

	CHANGE											
	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16
OPEN DENT												
BEG BALANCE	410,350	442,654	531,506	647,485	798,403	578,007	667,060	661,577	632,549	583,485	533,146	543,005
CHARGES	170,439	208,428	293,597	307,250	304,750	290,514	290,713	293,791	277,124	239,252	232,815	186,961
PAYMENTS	(128,908)	(102,698)	(161,724)	(142,370)	(503,511)	(180,537)	(279,309)	(306,861)	(312,984)	(276,351)	(208,328)	(244,281)
ADJUSTMENTS	(9,227)	(16,878)	(15,894)	(13,961)	(21,635)	(20,924)	(16,887)	(15,958)	(13,204)	(13,240)	(14,629)	(10,761)
NET INDECREASE	32,304	88,852	115,979	150,918	(220,396)	89,053	(5,484)	(29,028)	(49,064)	(50,338)	9,859	(68,081)
END BALANCE	442,654	531,506	647,485	798,403	578,007	667,060	661,577	632,549	583,485	533,146	543,005	474,924
COLLECTION % *	93.32%	85.89%	91.05%	91.07%	95.88%	89.61%	94.30%	95.06%	95.95%	95.43%	93.44%	95.78%
ADJUSTMENT %	6.68%	14.11%	8.95%	8.93%	4.12%	10.39%	5.70%	4.94%	4.05%	4.57%	6.56%	4.22%
COLLECTION RATIO ** - NOT VALID	75.63%	49.27%	55.08%	46.34%	165.22%	62.14%	96.08%	104.45%	112.94%	115.51%	89.48%	130.66%
DAYS IN A/R	87.47	92.67	87.62	88.79	58.72	67.26	68.70	66.51	62.30	60.54	65.96	66.30

*COLLECTION % = PAYMENTS DIVIDED BY TOTAL PAYMENTS & ADJUSTMENTS.

DENTAL SURGERY CENTER - ATWATER

MONTHLY BILLING BY INSURANCE

Administration

Dec-16

	NET	GROSS
Anesthesia		
FLAT	91.35	300.00
*Denti-Cal	15,965.85	66,000.00
Delta Dental of California	150.00	150.00
	<u>\$ 16,207.20</u>	<u>\$ 66,450.00</u>
Dental Common		
FLAT	2,582.00	3,497.00
*Denti-Cal	116,064.00	223,245.00
Aetna	980.00	980.00
Delta Dental of California	4,435.00	4,435.00
Premier Access Insurance	1,210.00	1,210.00
United Agriculture Trust	1,040.00	1,040.00
	<u>\$ 126,311.00</u>	<u>\$ 234,407.00</u>
Facility Fees		
*California Health and Wellness	757.95	6,225.00
*Central California Alliance	24,979.32	146,055.00
*HPSJ Medi-cal	7,150.00	53,950.00
ACS Medi-cal	247.65	2,075.00
Aetna	750.00	750.00
Anthem Blue Cross	750.00	750.00
Anthem Blue Cross Medi-cal	1,726.07	10,735.00
Blue Cross Blue Shield	750.00	750.00
Blue Shield Of California	750.00	750.00
Health Net Medi-cal	6,119.56	51,240.00
O/P Medi-cal	462.42	4,150.00
	<u>\$ 44,442.97</u>	<u>\$ 277,430.00</u>
	\$ 186,961.17	\$ 578,287.00

INSURANCE PAYMENTS		PATIENT PAYMENTS		ADJUSTMENTS		INSURANCE WRITEOFFS	
*California	-1,010.60	2928	-119.40	DF-Contractual	-1,654.23	*California Health and	-160.44
*Central	-36,480.74	4682	-398.00	DP-Contractual	207.98	*Denti-Cal	-310.00
*Denti-Cal	-189,633.55	4673	-597.00	DP-Contractual	-6,845.08		-\$ 470.44
*HPSJ Medi-cal	-4,675.00	4782	-597.00	DA-Contractual	-1,999.47		
Anthem Blue	-25.00						
Anthem Blue	-126.00		-\$ 1,711.40		-\$ 10,290.80		
Anthem Blue	-333.52						
Blue Shield Of	-325.14						
Cigna	-222.00						
Delta Health	-1,500.00						
Health Net	-1,871.75						
MetLife Dental	-1,194.00						
O/P Medi-cal	-879.28						
Premier Access	-1,323.00						
United	-1,050.00						
United	-1,920.31						
	-\$ 242,569.89						

TOTAL ACCOUNTS RECEIVABLE	
Beginning A/R:	543,005.30
Net Charges:	186,961.17
Insurance Payments:	-242,569.89
Patient Payments:	-1,711.40
Adjustments:	-10,290.80
Writeoffs:	-470.44
Total A/R:	\$ 474,923.94

POLICIES & PROCEDURES RECOMMENDATION



Number: 3.3.04
Original Date: 01-17-2017

Policy:

To establish procedures and controls for maintaining, requisitioning and disbursing petty cash.

Procedure:

Petty Cash funds shall be maintained by the surgery centers designated custodian.

These funds shall be used for legitimate, properly approved, purchases of services and supplies as needed for CCDSC business purposes only.

Under no circumstances may any portion of this fund be used for the following purposes:

- Personal loans, or other personal use of any person
- Cashing of checks
- Making change (except for emergency basis only, i.e., not routinely)
- Payment or reimbursement to any employee or other person unless prior approval from the surgery center Administrator. Reimbursement to employees must be made through the proper reimbursement request form (e.g.: mileage, meals) and submitted to Accounts Payable in the normal manner.

Petty cash may be used only when circumstances prevent procurement through normal means (requisition, purchase order, contracts, ect.). Acceptable circumstances include time constraints, limited product sources, ect. All disbursements of petty cash must be pre-approved via signed "Petty Cash Requests" form bearing signature of the requesting surgery center manager.

Custodian will disburse the petty cash funds, the following procedures must be followed:

1. Patient cash receipts must never be combined with petty cash to ensure separation of funds.
2. All expenditures must have original receipts. Copies of receipts are not allowed.
3. Receipts must have completed the Petty Cash Request form. Proper dates, approvals, amount provided, amount expended, and change if any returned.
4. All unused funds (change) and receipts documenting the transactions must be returned to the petty cash custodian immediately upon return to work.
5. In the event that the original cash provided is insufficient to cover the entire cost, a new Petty Cash Request form must be completed-including appropriate approvals, and resubmitted for the additional disbursement.

The designated petty cash custodian staff member shall be responsible for the security of the cash and the proper documentation of all un-disbursed cash are stored in a locked safe, drawer, file cabinet or other secure area at all time other than when in use for disbursing funds or receiving change. The net total of all disbursement documents (completed issues less "change in transit" plus the total of remaining cash), are equal to the total amount of the cash amount assigned to the fund.

The custodian of the petty cash fund shall make available all cash and related documents to the Administrator (or designee), or independent auditor immediately upon request.

The custodian must verify and document at least weekly, that all funds are accounted for. This documentation shall remain in the cash box – to be available for inspection during unannounced review until year-end- at which time it shall be forwarded to accounting for filing in the year-end audit file.

The custodian of the funds must notify the Administrator immediately upon discovery of any discrepancy noticed in the fund regardless of materiality.