Self-Pay-Statments

Manual Process

Separate Self-Pay Statements for Forensic Patients on Acute Unites

Separate Self Pay Statements for Acute Patients

Separate Self-Pay Statements for Patients in Forensic Unit

File Statements for Active Forensic Patients

Mail Statements

End

Check for alternate address or possible errors in address

Alternate/Error Address? —No→ Mark Account for bad address

Essentia

Billing

Generate Self-Pay Statment Youth & Adult Units — Start — Generate Self-Pay Statement Adult Forensic Units

Generate Report for All Adult Patients

No

Yes

Yes

Active Client

Print Report for Adult Units

Identify Forensic Adults on the report

Has Patient been discharged?

Yes

Forensic Mailer File

Stored Statements

Public Safety

Notification of Discharge Prior to Release? —No→ Send Statements for Mailing

Retuned/Bad Address? —No→ Officer includes in Personal Belongings

Yes

End