

## Financial Control Policy Manual January 11, 2021 Review

### **Section 4.7.5 Reimbursements, Section 4.7.10 Business Travel, Section 4.8.3 Payroll Processing, Section 4.11.1 Retirement Plan Committee**

- Changed Human Resources Manager to CHRO.

### **Section 4.12.7 340B Program Roles and Responsibilities & Section 4.12.13 Contract Pharmacy Oversight and Monitoring**

- Changed Clinical Operations Manager to Director of Medical Operations.

### **Section 4.2.3 Journal Entries**

- Updated Procedure 2, added [excluding purchase orders](#). Purchase order documentation is maintained in the “subledger” software system (EMAPP). Review of any purchase order journal entry includes a review of the information attached in EMAPP.

### **Section 4.2.5 Financial Reporting**

- Updated “Listing of Checks Written” distribution list to include [Finance Committee](#) vs. Finance Committee Chair.

### **Section 4.5.3 Revenue Cycle Management**

- Updated Claim Processing #4 from 60 days to [30 days](#).

### **Section 4.7.2 Vendor Selection, Ordering and Receiving**

- Updated Procedure to reflect title changes and add in new position.

### **Section 4.7.7 Check Signing Authority**

- Added in [Chief Operating Officer](#) as an authorized signer.

### **Section 4.7.9 Credit Card Purchasing Authority**

- Changed HR Manager to [CHRO](#) and added in [COO](#) and [Director of Community Engagement](#) as authorized credit card signers.

### **Section 4.12.10 Contract Pharmacy Operations**

- Added [Wellpartner](#) to Procedure #1.