

**Program # 40062 - Business and Quality Services-Finance**

**Version 4/24/2005 s**

**Priority:** Accountability

**Lead Agency:** Health Department

**Program Offer Type:** Support

**Program Contact:** LEAR Wendy R

**Related Programs:** 40052

**Frameworks:**

**Executive Summary**

Business and Quality Services-Finance is responsible for providing all financial services and budget development for the Health Department. They also coordinate with services provided by the County, such as Human Resources, Accounts Payable, Information Technology, and Facilities services.

**Program Description**

Business and Quality- Finance is comprised of two major operating teams that support the Department. 1)Medical Accounts Receivable: Provides claims processes & cash collection services for all of the Health Department clinics. Responsible for all billing and collection from Medicaid, Medicare, and commercial insurance. 2) Budget and Grants Management: Manages all of the financial reporting, billing and collection services for grant-funded programs. Prepares and reviews financial reports. Develops and maintains Department's budget.

**Program Justification**

Business services and support for organizational effectiveness are required for a department responsible for managing over \$100 million in County resources and more than 750 personnel.

**Performance Measures**

The Medical Accounts Receivable team is responsible for collecting nearly \$40 million in annual medical billing revenue. This represents about 1/3 of the Department's total budget. Grants Management is responsible for reporting on nearly 70 grants and contracts, generating just under \$30 million in revenue.

**Summary of last year's program results and this year's expected results**

Medical Accounts Receivable has fully implemented the EPIC Practice Management system. All revenue collection targets were reached or exceeded. Grant revenue was maximized in FY05, closing the revenue gap projected for year end. Budget and Financial reports are being generated, which quickly and accurately report on the effects of business practice changes.

**Program Mandate: 4 Program and Funding Level Choice****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2005	2005	2006	2006
Personnel	\$552,546	\$0	\$1,379,833	\$0
Contracts	\$104,502	\$118,000	\$10,200	\$0
Materials & Supplies	\$861,198	-\$118,000	\$666,940	\$0
Internal Services	\$4,735,193	\$0	\$905,367	\$0
Capital Outlay	\$0	\$0	\$0	\$0
Subtotal: Direct Exps:	<b>\$6,253,439</b>	<b>\$0</b>	<b>\$2,962,340</b>	<b>\$0</b>
Administration	\$0	\$0	\$49,114	\$0
Program Support	\$0	\$0	\$0	\$0
Subtotal: Other Exps:	<b>\$0</b>	<b>\$0</b>	<b>\$49,114</b>	<b>\$0</b>
Total GF/non-GF:	<b>\$6,253,439</b>	<b>\$0</b>	<b>\$3,011,454</b>	<b>\$0</b>
Program Total:	<b>\$6,253,439</b>		<b>\$3,011,454</b>	
Program FTE	0.00	0.00	18.50	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$4,734,961	\$0	\$3,767,060	\$0
Program Revenue for Admin	\$0	\$0	\$0	\$0
<b>Total Revenue:</b>	<b>\$4,734,961</b>	<b>\$0</b>	<b>\$3,767,060</b>	<b>\$0</b>

**Explanation of Revenues**

All of the Department Indirect revenue is recorded in Business Services, however it offsets the cost of all internal administration throughout the Department.

**Significant Program Changes**

The Medical Accounts Receivable team will be instrumental in the training and successful implementation of the clinical Electronic Medical Records system.