**POLICY**

Financial and operational tools and reports are utilized to facilitate financial oversight and appropriation of enough funds to maintain Ohio Living home health and hospice’s operations.

**PROCEDURE**

1. Monthly reports utilized in the oversight of Ohio Living’s operations include:
   1. Financial reports with documented variances
   2. Admissions and discharges by payer source
   3. Patients length of stay
   4. Bad debt and indigent care
   5. Compliance with regulatory body requirements
   6. Denials of payment by source
   7. Billing by payer
   8. Accounts receivable by payer
   9. Aged receivables by payer
   10. Bad debt allowances
   11. Accounts payable by vendor
   12. Aged payables by vendor
2. Monthly financial statements show a reasonable match between revenue and expense line items, including at least:
   1. Cost per unit analysis
   2. Days of revenue and receivables
   3. Cash flow/debt ratio
   4. Net income/operating revenues
   5. Reconciliation of budget to actual results of operations
3. Corporate and agency senior management review the reports for variances and trends to evaluate the organization’s performance and to make current and informed decisions ensuring financial success.
4. Customary financial controls are strictly adhered to, including:
   1. A definition of internal audit procedures and annual review of the financial plan and budget
   2. An external audit or review by a qualified accounting professional will be conducted annually
5. Financial reports are provided to the board appointed finance committee and the Ohio Living Board of representatives for quarterly.