

## Fiscal Practices Policy Policy and Procedure

Subject	Number	Date Issued	Date Revised	Date Effective
Fiscal Practices Policy	G003	4-1-2015	6/13/2017	7-1-2015
<b>Originated By:</b>			<b>Approved By:</b>	
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**Purpose:** This procedure outlines the general fiscal practices.

**Policy:**

Patient Agreements will include a policy for the assessment and collection of fees.

Bright Heart Health will allow common expense purchases only with approval from the CEO.

Bright Heart Health will maintain accurate accounts receivable, cash, and billings, and report on these to the board of directors quarterly.

Bright Heart Health will evaluate aged A/R and collections on an individual basis and determine the best approach forward.

Bright Heart Health operates on a cash accounting basis (not accrual).

Bright Heart Health will use a CPA to review financials annually and file taxes.

Bright Heart Health will review budgets, only for the purposes of guidance, and not for the purposes of financial planning or performance until the organization reaches a size where operational fluctuations flatten.

Bright Heart Health will have liability insurance.