

ADMINISTRATIVE POLICY

- 1 OPTIONS will bill only for services rendered. Accurate records of services provided will be maintained at all times. Supported persons will be responsible for notifying OPTIONS in a timely manner of any absence from a program, therapy appointment, or service rendered by OPTIONS.
 - 1.1 A Daily Attendance Register will be maintained at all OPTIONS program sites.
 - 1.2 Daily attendance records will be collected at the end of each month and utilized for funding source billing. Partial day attendance will be billed in accordance with the policy below unless precluded by state or federal policy and procedures governing services provided by OPTIONS.
 - 1.2.1

0% to 25% of day attended	No Charge
26% to 50% of day attended	50% daily Rate
51% to 75% of day attended	75% Daily Rate
76% to 100% of day attended	100% Daily Rate
 - 1.3 If a supported person fails to attend an appointment with an outside service provider without giving 24 hours cancellation notice, the supported person will be charged for the missed appointment unless such a charge is precluded by the policy and procedures of the funding source, or if there were circumstances beyond the control of the supported person (e.g. acts of nature, illness, etc.)
 - 1.4 OPTIONS will bill for services rendered no less frequently than once monthly and no more frequently than once weekly.

POLICY DATE: February 1996
REVISED: April 2004
REVISED: August 2007