

MEMORANDUM

DATE: March 1, 2017

TO: ALL VCH Staff
Warren Pears, Bernie Ryle, Revenue Services - BCSS

FROM: Sandra Evans, Manager, General Accounting Services

RE: Third Party Invoicing Requests - Year End Deadlines

To ensure the smooth and efficient processing of invoicing, and the recording of receivables at the year end, all Third Party Invoicing Requests must be received by the **end of day Tuesday, March 28th**.

Creating an Invoice Request

- BC Clinical and Support Services (BCCSS) Revenue Services is responsible for all billing and collecting, which may include invoicing of other health organizations.
- **Process for requesting an invoice is as follows:**
 - 1) Complete the sales/service Invoice Request Form found in the following location on the VCH intranet: <http://vch-connect/programs/accountsreceivable/Pages/default.aspx>
 - 2) Please ensure the following key information is complete. If not, the processing of the Invoice Request will be delayed:
 - Indicate the correct Health Organization using the check box (this HO will receive the revenue and funds from the invoice)
 - Complete Contact information for the Invoice Requestor.
 - Accurate contact information for the party being billed.
 - Appropriate back up for the obligation to pay (to assist in the collection of amounts due).
 - Correct and valid General Ledger coding (this is where revenue will be recorded).
 - Ensure the supporting documentation is attached to the request.
 - 3) Email the completed form and supporting documentation to npbvch@hssbc.ca. Any questions should be directed to the same email address. If further information is required, please contact the Non Patient Billing Manager, Bernie Ryle at Bernie.Ryle@hssbc.ca.
 - Once BCCSS Revenue Services processes the invoice request, the cost centre will be credited, and the invoice is submitted to the appropriate organization.
 - BCCSS Revenue Services will handle all collections on behalf of VCH.