

## MEMORANDUM

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**DATE:** Feb 8, 2018  
**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

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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 Monday, March 26<sup>th</sup>**.

### 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](mailto: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](mailto: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.