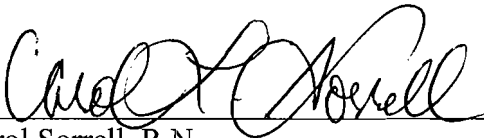
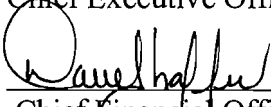

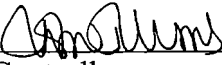




**KERN HEALTH SYSTEMS
POLICIES AND PROCEDURES**

SUBJECT: Membership Month End Closing		INDEX NUMBER 7.60-I		Page 1 of 3			
RESPONSIBLE DEPARTMENT HEAD: Chief Information Officer							
Review Date		02/2001	05/2006	10/2007			
Effective Date			08/14/06	11/07/07			
Revision Number	1996-07	2001-07	2006-08	2007-11			

Approved		Date	11/7/07
	Carol Sorrell, R.N. Chief Executive Officer		
Approved		Date	11/6/07
	Chief Financial Officer		
Approved		Date	11/2/07
	Chief Operating Officer		
Approved		Date	11/01/07
	Controller		
Approved		Date	10/31/07
	Member Services Manager		
Approved		Date	10/31/07
	Chief Information Officer		

POLICY¹:

The Management Information Services (MIS) Department will process Membership Month-End Closing for each month within the last week of the current month. The month end process involves the coordination of efforts between the MIS, Accounting, and Member Services departments (See Attachment A).

PURPOSE:

To establish proper cut-off times for processing membership month-end closing. To ensure that all enrollment activity for the month is entered in the system before month-end closing.

**KERN HEALTH SYSTEMS
POLICIES AND PROCEDURES**

SUBJECT: Membership Month End Closing	INDEX NUMBER 7.60-I	Page 2 of 3
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PROCEDURE:

MIS staff begins the Membership Month End Close (HC140) when a FULL SAVE FILE has been run. This is the first step of the month end process and occurs at approximately the 24th of each month or soon after, when the following month file is received. The following updates cannot be run during the process:

- A. Enroll or disenroll Subscribers/Members
- B. Change a Member's data
- C. Change a Member's effective date
- D. Change Member's PCP or Region
- E. Any Group Billing process

MIS staff performs the steps outlined in the table below.

Step 1	Allow HC140 to complete. DO NOT stop the month-end program. While HC140 is running, display messages will appear on the screen to indicate the current stage in the sequence of the processing. These stages are recorded in the Word document.
Step 2	When month-end is complete, be sure that the message "membership month end is now complete" appears on the screen.
Step 3	Notify Accounting, Member Services, and System Coordinator that Membership Month End is complete.

The Eligibility Coordinator within the Member Services department performs the steps outlined in the table below.

Step 1	In preparation of the month end process, the family grouping and random assignments are completed.
Step 2	MIS provides membership report to the Eligibility Coordinator who then corrects any errors and begins the upload process. MIS completes the upload of the membership files during the early morning, non-business hours.
Step 3	After the membership files are updated by MIS, a monthly reconciliation list of corrections is given to Member Services to enter. This list can include the following type of manual entries: Enrollments, Disenrollments, Newborns, and other Member Data corrections.
Step 4	After the Accounting Department runs the monthly Capitation/Group Billing, any errors are forwarded to Member Services to correct and then notifies Accounting to re-run the Capitation process. This step repeats until the Capitation and Group Billing run without generating any error list.

**KERN HEALTH SYSTEMS
POLICIES AND PROCEDURES**

SUBJECT: Membership Month End Closing	INDEX NUMBER 7.60-I	Page 3 of 3
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Step 5	Once this month end process is successfully completed, the daily files received since the month end cutoff (24 th of prior month) are caught up and processed as outlined in Policy and Procedures <i>7.14-I Processing of Daily Medi-Cal Supplemental Eligibility</i> .
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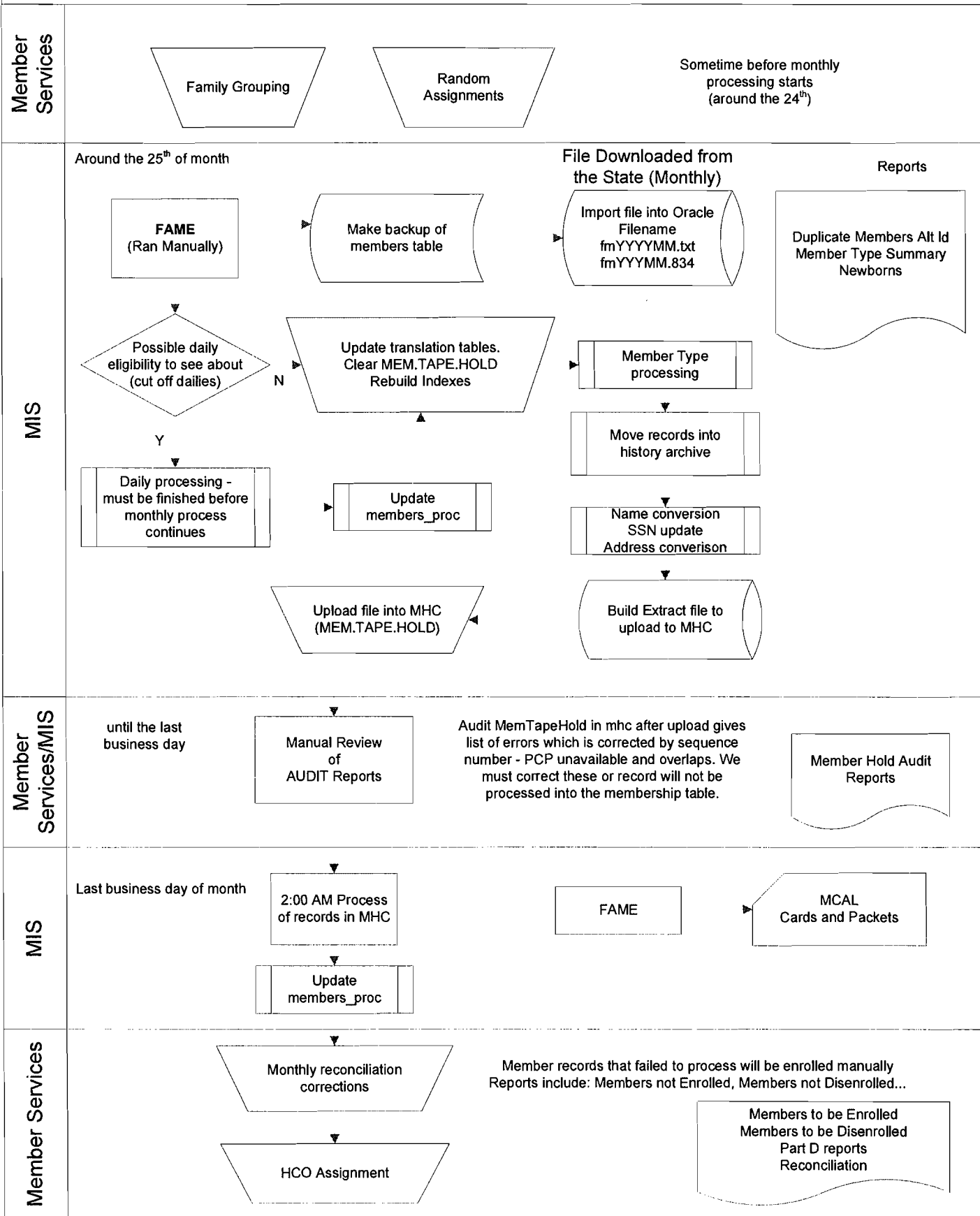
The process as outlined is for both the Medi-Cal and Healthy Families lines of business. The Healthy Families process differs only in the enrollment of newborns. The process to enroll newborns for Healthy Families is performed manually by the Eligibility Coordinator within Member Services.

Attachments:

Attachment A: Monthly Membership Processing Flowchart

¹ **Revision 2007-11:** Revised by Member Services Manager. **Revision 2006-08:** Routine review. **Revision 2001-07:** Routine revision. **Formerly: #70.04 – Membership Month End Closing (2001-07).** Renumbered to fit new numbering scheme during 05/2006 review.

Kern Family Health Care: Monthly Membership Processing from the State



Monthly process continued

