

Designed for Health Centers

The Holton Healthcare Consulting Financial Policies and Procedures Manual will serve health center Chief Financial Officers by providing a tool that allows for easily developing policies and procedures for **accounting functions** (chart of accounts, month-end close, internal controls, cash receipts, cash disbursements, account payable, purchasing, payroll, fixed assets, prepaid expenses, accrued liabilities, bank reconciliations, etc.), **control areas** (investments, records retention, loans, credit card usage, grants management, taxes, sliding fee scale, insurance, etc.), and **regulatory requirements** (financial accountability, assets protection, reporting, grants management, false claims reporting, etc.).

Holton Healthcare Consulting is nationally recognized as a leader in assisting Community Health Centers and Federally Qualified Health Centers with improving operational performance. Responding to industry changes that impact health centers business needs is a constant challenge. Holton Healthcare Consulting offers innovative and practical solutions to improving efficiencies and developing healthy financial organizations.

FOR MORE INFORMATION ON
THIS MANUAL:

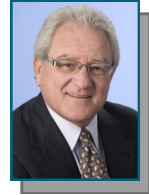
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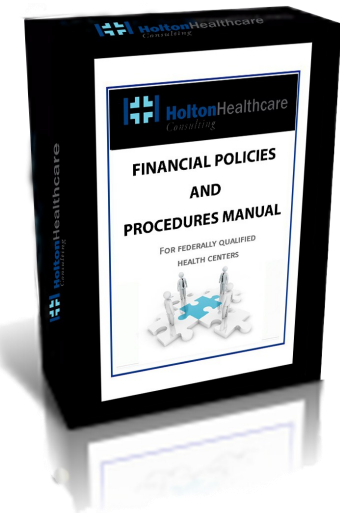
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FINANCIAL POLICIES AND PROCEDURES MANUAL



INSIDE THE MANUAL

What is the Importance of a Written Financial Policies and Procedures Manual?

- Provides Detailed Direction, Guidance and Understanding of Health Center Operations to the:
 - Board of Directors
 - Executive and Management Staff
 - Patients
- Helps to “Push Down” Decisions to Lower Level Staff
- Establishes Strong Internal Controls, which will:
 - Safeguard Assets
 - Segregate Duties
 - Provide Accurate Financial Reporting
- Ensures Compliance With Regulatory Requirements For
 - How Federal Funds are Used
 - Procurement of Equipment and Supplies
 - Reporting Requirements

Designed for Community Health Centers/Federally Qualified Health Centers

The Holton Healthcare Consulting (HHC) Financial Policies and Procedures Manual allows for easily developing and tailoring policies and procedures to your health center’s financial management operations. Choose from a manual template that includes full a manual with policy numbers, page numbers and a table of contents or select individual policies to add to your existing manual.

Sample Manual on CD-ROM

A sample manual and the individual policies are included on a CD-ROM, which allows the user to personalize his/her financial policies and procedures manual. The Holton Healthcare Consulting Policies and Procedures Manual is available for \$1,995.00 each, which includes production, shipping and handling.

HOW TO ORDER:

1. Fill out the order form below
2. Make check or money order out to -Holton Healthcare Consulting-
3. Send order form and payment to:
Holton Healthcare Consulting
5612 Farley Drive
Raleigh, NC 27609
4. You will receive an email confirmation once your order is received
5. Allow 2-3 weeks for delivery

Manual Order Form

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Total Amount Enclosed: \$ _____

