

**CITY OF PHILADELPHIA
DEPARTMENT OF BEHAVIOR HEALTH SERVICES AND MENTAL RETARDATION
SERVICES**

MEMORANDUM

February 21, 2007

TO: Executive Directors of All Agencies Participating in the
Philadelphia Department of Behavior Health/Mental Retardation Services

Fiscal Directors of All Agencies Participating in the
Philadelphia Department of Behavior Health/Mental Retardation Services

FROM: Louis A. Sannutti, DBH/MRS Fiscal Administrator

SUBJECT: QUARTERLY INVOICE REPORTING INSTRUCTIONS FOR FISCAL YEAR (FY) 2007

This is to advise you of the quarterly invoice reporting requirements for the first three quarters of FY 2007. Instructions for the preparation of the fourth quarter invoice will be provided at a later date.

BH and MR checklists have been enclosed to reflect required reporting forms. A checklist should be completed and attached to each invoice package to insure that the package is complete.

Following this memorandum are additional general reporting requirements for all providers as well as special requirements for MR and EI reporting. Please review the highlighted requirements in particular as they address the most common deficiencies in provider invoices.

Please contact your fiscal analyst if you have any questions regarding the preparation of the quarterly report or if you need fiscal forms.

Attachments

cc:

Arthur Evans
Michael Covone
Kathy Sykes

Sandy Vasko
Jim Brewer
Anola Vance

Larry Pace
Gene McCauley
Linda Flood