CC assigns use of Flex Funds on POC

Vendor/CC spends $ and gets original, itemized receipt

Vendor/CC gets receipt signed by family

Vendor/CC enters progress note in FEHR within 48 hours and includes $ spent in body of note

Vendor/CC completes Flex Fund Reimbursement Form

Vendor/CC mails Flex Fund Reimbursement Form and receipt(s) to CCNY within 30 days of date of purchase

CC Supervisor enters and signs billable 9000 code contact note in FEHR by the end of the month

CC Supervisor Approves Flex Fund Reimbursement?

Yes

No

CC Supervisor notifies Vendor/CC of errors to be corrected

Vendor/CC makes corrections

CCNY tracks form in database and scans form to CCA

CCNY approves Flex Fund Reimbursement submission?

Yes

No

CCNY sends Flex Fund Reimbursement submission and rejection letter to Vendor/CC

CCNY runs billing report and generates invoices every 2 weeks

CCNY cuts checks for payment and mails to Vendor/CC

Flex Fund Reimbursement Process
Updated 6/13/18