



Finance Year End Cutoff Dates and Reminders

Cutoff Dates for Submitting Claims and Non-UCR Invoices

1. 7/20/19 - All FY18/19 non-UCR invoices and supporting documentation must be submitted to Accounts Payable via mail or email (accountspayable@alliancehealthplan.org)
2. 8/29/19 - IPRS and County claims with dates of service 6/30/19 and prior must be submitted
3. 9/30/19 - Medicaid claims with dates of service 6/30/19 and prior must be submitted

Reminders

1. Non-UCR Invoice Reminders:
 - a. All non-UCR invoices must include the following supporting documentation:
 - i. General ledger support
 - ii. Detailed payroll reports
 - iii. Detailed receipts for any expenses paid on behalf of a consumer
 - iv. Detailed receipts for any travel or employee reimbursement expenses
 - b. Alliance cannot reimburse providers for sales tax paid. All sales tax paid must be subtracted out before submitting the invoice for payment.
 - i. Exceptions: We are allowed to reimburse sales tax paid for the following:
 1. Utility expenses paid to Utility companies
 2. Sales taxes paid to telecommunication companies
 3. Sales tax paid by an employee of a provider and then reimbursed by the provider and invoiced to Alliance (this would typically be seen on travel expenses).
 4. Sales tax paid to a state other than North Carolina
 5. City Sales tax
 6. Tax included with hotel fees.
2. We no longer accept any IPRS claims outside of the billing deadlines. The deadlines require that all claims must be submitted 60 days from date of service for IPRS claims.

Please contact Denise Bartlett, AP Manager at 919-651-8457 or dbartlett@alliancehealthplan.org for questions.