



DEPARTMENT OF ALCOHOL & DRUG SERVICES  
POLICIES & PROCEDURES MANUAL

Section 58 Page 1

Date developed August, 2005

Last reviewed August, 2006

SUBJECT:     **CORRECTING BILLING ERRORS**

Policy

It is the policy of the Department of Alcohol & Drug Services to correct any billing errors that it uncovers and to refund overpayments to the State.

Procedure

Upon discovery of any billing errors, DADS Financial Officer and Patient Business Services will be notified. Patient Business Services will determine if the erroneously billed services have been submitted for reimbursement to the State and will take corrective action by following their own procedures for correcting erroneously billed services.