QCCP AR Process

The following procedure is for invoices to be reviewed by the provider’s Specialist to ensure accuracy and prevent delay of EHS monthly payments.

AR Process with Specialist Approval Steps

1. Provider sends their monthly EHS invoice to their specialist for approval.

2. Specialist then approves or requests for amended documentation.

3. If needed, Provider sends requested amended documentation to Specialist for approval.

4. **Once Specialist has approved invoice, Specialist has to sign invoice with approval (adobe) and return to provider (EFFECTIVE AUGUST 1, 2018). The Provider sends the signed invoice from their Specialist to AP ELV for payment to be processed with Specialist cc’d.**

5. AP ELV will then start process of payment.
   - Payment Process: Invoices received by Friday will be reviewed the following week. If missing information the invoice will be returned to the vendor for correction. If invoice is correct, payment will be processed on Wednesday and released to the vendor bank on Friday. Payment could take up to 48 hours to show in vendor bank account.
   - Although ELV strives to pay vendors in a timely manner, contractually ELV has 30 days to process payments.

*Not sending invoice to Specialist first for approval will delay payment*