

## FINANCE

### The Clinton County Health Department Finance Unit

It is very important to insure, that when using public tax money, responsible budgeting is in place without causing harm to important County programs.

The Finance Unit oversees the fiscal affairs of the Clinton County Health Department (CCHD) striving for the highest degree of accountability regarding taxpayer dollars, through the most efficient use of resources, ultimately ensuring the viability and smooth operation of our public health programs and activities.

#### What are the Finance Unit Responsibilities?

Analyzing & Reconciling CCHD Accounts Receivable

Assisting Staff and Others in Fiscal Matters regarding the CCHD

Auditing and Authorizing CCHD Cash Disbursements (i.e. Vendors, Payroll, Employee Reimbursements, etc.)

Billing Medicare, Medicaid, & Other Payer Sources for CCHD activities

Budgeting, Compiling Financials, & Statistical Reporting for the CCHD

Claiming of Reimbursements through State Aid, Grants, & Other Funding Sources for the CCHD

Collecting, Applying, Transferring, & Reconciling CCHD Cash Receipts

Developing CCHD Fiscal Procedures and Guidelines to Improve Operational Efficiency

Maintaining an Extensive Knowledge of County, State, & Federal rules & Regulations

Impacting the Fiscal Operations of the CCHD

Overseeing the Fiscal Affairs of the CCHD

Reviewing & Authorizing of all CCHD Purchase Requisitions

#### What Can I Do if I have a Question About My Billing?

texttexttexttexttexttexttexttexttexttexttexttexttexttexttexttx  
exttexttexttexttexttexttexttexttexttexttexttexttexttexttexttx  
exttexttexttexttexttexttexttexttexttexttexttexttexttexttexttx  
exttexttexttexttexttexttexttexttexttexttexttexttexttexttexttx  
exttexttexttexttexttexttexttexttexttexttexttexttexttexttexttx

#### Contact Us

To receive more information or inquire about billing call or visit us at:

Clinton County Health Department

Finance Unit

13 Durkee Street

Plattsburgh, NY 12901

Tel: (518) 565-3295

Fax: (518) 565-3251