

CENTRAL STATE HOSPITAL  
PROCEDURE

SUBJECT: PAYMENT OF FEES FOR ORGANIZATIONAL MEMBERSHIPS

ANNUAL REVIEW MONTH: April

RESPONSIBLE FOR REVIEW: Financial Services Director

LAST REVISION DATE: April 2008

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This procedure provides instructions for preparing and routing Department of Human Resources (DHR)Form- Membership Approval and Request for Payment of Fees for Organizational Memberships, Accreditations, or Surveys. This form should be completed and submitted by the service chief/department head/office director not later than thirty (30) calendar days in advance of the proposed effective date of the membership or renewal. Copies of the Form may be obtained from the Central State Hospital Website.

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Participants: Service Chief/Department Head/  
Office Director  
Chief Executive Officer (CEO)  
Director of Procurement and Services  
Financial Services Director

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**RESPONSIBLE PERSON**

**Service Chief/Department  
Head/Office Director**

**RESPONSIBILITY**

1. If membership in an organization is desired, believed to be justified and if funds are available in the budget of the service area/department/office, all sections of Form- Membership Approval and Request for Payment of fees for Organizational Memberships, Accreditations, or Surveys should be completed.

**Financial Services Director**

funds

2. Forward Form-Membership Approval and Request for Payment of fees for Organizational Memberships, Accreditations, or Surveys, invoice or other billing information from organization, and a completed CSH Requisition for payment to Financial Services Director.

1. Determine whether or not the service area/department/office has sufficient to cover the amount requested on Form-Membership Approval and Request for Payment of Fees for Organizational Memberships, Accreditations, or Surveys.

2. If funds are available, sign on the line "Signature Division/Office/Institution Director" and forward to the CEO's Office.

3. If funds are not available, return DHR Form- Membership Approval and Request for Payment for Organizational Memberships, Accreditations or Surveys to the requestor, with a copy of disposition to the Human Resources Manager.

**CEO**

1. Review the request and approve or disapprove.
2. If approved, sign DHR Form Membership Approval and Request for Payment for Organizational Memberships, Accreditations or Surveys in the "Originator's Signature" section and return to the Financial Services Director.

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3. If disapproved, return DHR Form Membership Approval and Request for Payment for Organizational Memberships, Accreditations or Surveys to the requestor and notify the Financial Services Director.

**Financial Services Director**

1. Forward DHR Forms-Membership Approval and Request for Payment for Organizational Memberships, Accreditations or Surveys that have been approved and signed by the CEO to the Director of the Division of MHDDAD.
2. Upon receipt of approved Form-Membership Approval and Request for Payment for Organizational Memberships, Accreditations or Surveys from the Director of the Division of MHDDAD, forward approved documents as attachments to CSH Requisition, to the Director of Procurement and Services for payment.
3. If DHR Form-Membership Approval and Request for Payment for Organizational Memberships, Accreditations or Surveys is disapproved by the Division of MHDDAD, notify the CEO and requesting service chief/department head/office director.
4. Maintain file of all processed DHR Form-Membership Approval and Request for Payment for Organizational Memberships, Accreditations, or Surveys.

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**Director, Procurement Services**

Process CSH Requisition form for payment.

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**MONITORING**

**Financial Services Director**

By September 30, provide for an annual summary report to the CEO covering all organizational memberships renewed or initiated, and related costs during the preceding Fiscal Year.

Approved:

**This procedure has been approved by the CEO and CMO in July 2008.**

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