

FINANCIAL ADMINISTRATION - NOT-AT-RISK FUNDS

SECTION	SUBJECT
1	GENERAL
	1.0. General
	2.0. Corporate Internal Review
2	FINANCING OF BENEFITS - LETTER OF CREDIT (LOC)
	1.0. General
	2.0. Procedures And Responsibilities
	3.0. Daily Operations
	4.0. Reporting Requirements
	5.0. Year-End Processing
	6.0. Interest Payments
	<i>7.0. TRICARE Senior Pharmacy Program, Drug Rebates</i>
3	VOUCHER PREPARATION AND INTEGRITY
	1.0. Assignment of Voucher Numbers
	2.0. Voucher Transmission Requirements
	3.0. Voucher Integrity
	<i>4.0. TRICARE Senior Pharmacy Program, HCSR Voucher Submittal</i>
4	<i>FINANCING ADMINISTRATIVE EXPENSES (CLAIM RATE)</i>
	<i>1.0. Payment</i>
	<i>2.0. Method Of Claim Count</i>
	<i>3.0. Determination Of Claim Price</i>
5	<i>TRICARE SENIOR PHARMACY IMPLEMENTATION</i>
	<i>1.0. Electronic Media Claims (EMC)</i>
	<i>2.0. Paper Claims</i>
6	CHECKS
	1.0. Check Format
	2.0. Approval And Release Of Payments
7	REFUND AND COLLECTION PROCEDURES
	1.0. General
	2.0. Collection And Deposit Procedures
	3.0. Reporting Refunds, Partial Offsets And Interest Collected
	4.0. Installment And Partial Repayments
	5.0. Offsets
	6.0. Reissue Of Refund Payments
	7.0. Accounts Receivable

SECTION	SUBJECT
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8**STALEDATED, VOIDED, OR RETURNED CHECKS**

- 1.0. Check Cancellations And Staledated Checks
- 2.0. Replacement Of A Staledated Benefit Check
- 3.0. Other Voided Or Returned Checks
- 4.0. Reissuance Of Checks When Original Payee Is Deceased

9**REPORTS**

- 1.0. Letter Of Credit Draw Down Report
- 2.0. Refunds, Partial Offsets And Interest Collected Report
- 3.0. Accounts Receivable Report

ADDENDUM A - FIGURES

- Figure 3-A-1 - Cash Transaction Report
- Figure 3-A-2 - Instructions For Completion Of Cash Transaction Report
- Figure 3-A-3 - Reconciliation Of LOC Bank Account
- Figure 3-A-4 - Instructions For LOC Bank Reconciliation
- Figure 3-A-5 - Accounts Receivable Reporting Requirements
- Figure 3-A-6 - Instructions For Accounts Receivable Report