POLICY

EVMS has a formal billing arrangement with Sentara Norfolk General Hospital in order to simplify a department’s ability to utilize the services provided by Sentara’s Audio Visual department.

PROCEDURES

1. The requisitioner calls the Divisional Business Office for an authorization number and provides estimated cost of services.
   
   NOTE: Sentara Norfolk General Audio Visual Department has been instructed not to perform services without an authorization number.

2. The Divisional Business Office maintains a log of authorization numbers and estimated cost.

3. The requisitioner fills in authorization number and estimated cost on “Audio Visual Supply Requisition” (Appendix 2.15.A).

4. The requisitioner keeps the goldenrod copy.

5. The requisitioner sends the blue copy to Divisional Business Office.

6. The requisitioner takes the remaining three copies of the form to Sentara Norfolk General Hospital Audio Visual Department.

7. Sentara Norfolk General Audio Visual Department completes the order and fills in the final cost on the requisition form.

8. The requisitioner must sign the form when the order is picked up.

9. Sentara Norfolk General Audio Visual Department keeps the pink copy of the form and forwards the remaining two copies to Sentara Norfolk General Hospital’s Accounting Department.

10. Sentara Norfolk General Hospital’s Accounting Department keeps the yellow copy and attaches the white (original) copy to an Eastern Virginia Medical School invoice and sends to the Medical School Accounts Payable Department.
11. Accounts Payable forwards the invoice and supporting documents to the Divisional Business Office.

12. The Divisional Business Office reviews and signs the invoice for approval. The invoice is then returned to Accounts Payable.

13. Accounts Payable compares the approved white (original) forms with the invoice to verify that there are no discrepancies.