ISSUE 1 SEPTEMBER 2026

QUARTERLY NEWSLETTER OF THE MICHIGAN PUBLIC HEALTH FINANCE & BILLING EDUCATION NETWORK

Michigan Public Health Finance & Billing Education Network

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COLLABORATE. EDUCATE. SUPPORT.

in this issue

NEW MEMBERS:

If you are new to Michigan Local Public Health Finance and Billing, please reach out to the Mentoring Team. We would love to share our knowledge in any way that you need.

MENTORING TEAM

Finance Team:

Holly Karpovich
989-430-9210

Derek Burton
989-743-2336

Jaime Greenwald
517-264-5205

Stacey Sledge
248-452-2151

Billing Team:

Julie Baker
989-832-6672

Laura DeLanoy
517-552-6823

Lisa Copp
810-987-5300 ext. 1470

QUICK LINKS

www.malph.org/
Finance Guide
Billing Guide

UPCOMING MEETINGS:

September 8-10, 2026 – Annual Public Health Finance Administration & Billing Conference

October 15, 2026 – Finance Administrator Meeting & Mentor/Mentee Meeting

November 12, 2026 – Finance Administrator Meeting & Mentor/Mentee Meeting

December 17, 2026 – Hybrid Finance Administrator Meeting, Mentor/Mentee Meeting & Quarterly Training

What is the Michigan Public Health Finance and Billing Education Network and where did it come from?

In 2024, the Michigan Department of Health and Human Services (MDHHS) awarded the Midland County Health Department a cross-jurisdictional sharing grant to develop a Finance and Billing guidebook cooperatively with other Michigan LHDs. The goal was to finally provide a guidebook that would give new staff information about their job duties and responsibilities that was often lost due to staff turnover, retirements, or just a lack of anyone writing it down.

In July 2025 the printed guidebook and a "thumb drive" containing an electronic version were mailed to each LHD. This combined finance and billing guide is updated at least yearly or sooner as needed and distributed to each LHD.

With the initial project completed, the team decided to expand the existing virtual mentor/mentee forums of both the finance and billing to include quarterly trainings with in-person option.

Some trainings are recorded and posted to the Michigan Association for Local Public Health (MALPH) website.

During the 2025-2026 fiscal year, this team has achieved the following successes.

- October 2025 at the annual conference – Recorded a Medicaid Cost Report presentation.
- March 12, 2026 in Lansing – Included more Medicaid Cost Report training and speakers who spoke about provider enrollment, credentialing and Patagonia.
- May 14, 2026 by virtual meeting – Recorded a presentation by River City Grant Writing.
- Jun 11, 2026 in St. Ignace – Included presentations about performance management, Title X, and Family Planning which were recorded and shared as well as a speaker from Patagonia.

CURRENT REPORTING DEADLINES

September 1, 2026 – Marijuana Grant Final Reports Due
September 28, 2026 – FSR Obligation Reports Due
November 15, 2026 – PHEP Grant Final FSR Due
November 30, 2026 – All Other Final FSR Due

FSR ATTACHMENTS

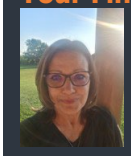
Do not forget to attach the following reports to applicable FSRs for grant programs your LHD participates in.

- **Medicaid Cost Based Reimbursement Tracking Form**
- **Medicaid Outreach Report**
- **Approved Local Maternal / Child Health Report**
- **Other Fixed Fee Program Forms**

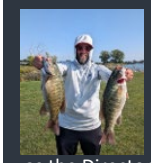
AUDIT SUPPORT MATERIALS

- **Policies**
- **General Ledger**
- **Payroll Registers and Timesheets**
- **Invoice/Requisitioning Support**
- **Indirect Cost Allocation Plans and Support**
- **Billing Support**

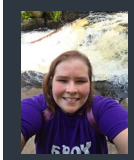
Your Finance Team



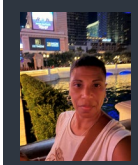
Holly Karpovich has worked for the Midland County Health Dept. for 9 years as the accountant. She enjoys spending time "up north" with her husband and playing with her grandkids.



Derek Burton has worked for the Shiawassee County Health Dept. for 8 years as the Director of Finance and Administrative Services. He enjoys spending time with his wife and two children and enjoys the outdoors.



Jaime Greenwald has worked at the Lenawee County Health Dept. for a total of 8 years, the last 4 as Finance Director. She enjoys yoga, reading, and going to marching band and orchestra events for her two teenagers.



Stacey Sledge has worked for the Oakland County Health Division for 6 years. She enjoys traveling and collecting Calico Critters.

The Challenges of Audit Prep

We have researched and compiled ideas to help you avoid some of the most common pitfalls of the auditing process. The MDHHS Audit team also provided helpful tips for a successful audit.

Best Practices for Audit Preparation Success

Effective audit preparation involves thorough organization, clear communication, and proactive self-assessment to ensure a smooth and successful audit process. Here are some suggested best practices for audit preparation.

1. Understand the audit process. The three main phases of an audit include:

- Planning the scope and requesting initial documentation.
- Doing the Fieldwork of conducting the audit testing.
- Wrapping up and finalizing the audit report.

2. Conduct Internal Assessments: Evaluate organizational readiness before the audit by reviewing financial records, regulatory compliance, and operational procedures to identify gaps.

3. Establish Clear Communication: Foster open dialogue with auditors, clarifying expectations, deadlines, and staff availability to align teams and avoid delays.

4. Conduct Regular Self-Reviews: Implement routine internal evaluations throughout the year, especially before submitting documentation to the audit team.

5. Create a Detailed Audit Preparation Plan: Outline required tasks, assign clear responsibilities, and set firm deadlines to ensure organized preparation.

Tips from MDHHS Audit Team

1. Submit the Fiscal Questionnaire annually, within three months of the start of the Agreement.
2. Submit all FSRs no later than 30 days after the close of the quarter.
3. Provide all requested audit documents and questionnaires within 10 business days of receipt.
4. Unchanged policies can be reused from the previous audit; simply inform the auditor.
5. Work with the auditor to plan for the onsite entrance meeting.
6. Provide answers to follow up questions within 10 business days (2 weeks).
7. Communication is key. Alert the auditor immediately if deadline conflicts occur to determine if alternative arrangements can be made.
8. Sharing General Ledgers and Trial Balances in MS Excel is preferred to allow organization of data.
9. Organization is key – Keep all Audit support materials in separate electronic file folders.
10. Save the financial data used to calculate the Indirect Cost Rate(s) in real time, so it can be supported during the audit.
11. Meeting with audit staff virtually is more effective than email in answering complex follow-up questions.
12. Plan to have Corrective Action Plans for any audit exceptions submitted to MDHHS in 30 days or less after receiving the Preliminary Analysis report.
13. Complete a Corrective Action Plan Evaluation Report (CAPER) form for each exception and provide it to the designated Program staff member.
14. Answer any follow-up questions from program staff promptly.
15. Save all audit documents and important emails in an electronic file folder to be used as a guide for all subsequent audits. No need to reinvent the wheel.

National Drug Code (NDC)

Drugs are identified by the Food and Drug Administration (FDA) and reported using a unique, three-segment number called the NDC. More information can be found at: https://www.accessdata.fda.gov/scripts/cder/ndc

Some NDC codes are only 10-digits and need to be converted to the HIPPA standard for reimbursement which is an 11-digit format of 5-4-2. To convert a 10-digit NDC to an 11-digit NDC add a zero where needed to get 5-4-2.

Examples:

4-4-2 format – Add a zero at the beginning of the first segment

5-3-2 format – Add a zero at the beginning of the second segment

5-4-1 format – Add a zero at the beginning of the third segment

Respiratory Season

With fall respiratory season upon us, here are some helpful tips to get you through the season. For billing administration codes, you should use the following codes:

Flu – 90471
Flu (Medicare patients) – G0008
RSV (Monoclonal antibodies) – 90630 or 96381
RSV (Adult) - 90471
COVID – 90480
Pneumonia – 90471
Pneumonia (Medicare patients) - G0009

You can find updated CPT and CVX CDC Fall Respiratory Vaccine Codes at: https://www.cdc.gov/iis/code-sets/fall-season-respiratory-codes.html

You can also find update pricing for the administration codes for Medicare patients at: https://www.cms.gov/medicare/payment/part-b-drugs/vaccine-pricing

Commonly Used Modifiers

Modifier 25 – Significant, separately identifiable evaluation and management services by same physician on same day of the procedure: The modifier appends the E/M code only. It is required if you bill an E/M code on the same day with immunization administration. Example: Client is seen in the STI clinic but also received routine immunizations on the same day.

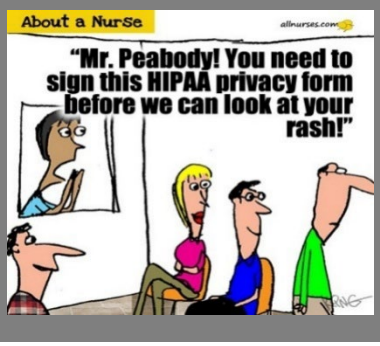
Modifier 59 – Distinct procedural service; considered modifier of last resort: This should not be used for E/M services. Incorrect use of Modifier 59 can trigger compliance issues. It must be a distinctly different procedure on different anatomical sites with separate clinic purposes. Good documentation is required. Example: A routine immunization is administered in one arm, and a TB test is performed on the other arm.

How to Stay HIPAA Compliant

Health Insurance Portability and Accountability Act (HIPAA)

HIPAA is a U.S. Federal law designed to protect sensitive health data from unauthorized disclosure. Here are some helpful tips to stay HIPAA compliant.

- Lock your screen when you leave your workstation.
- Verify patient identity before disclosing sensitive health information.
- Properly dispose of materials by shredding or using secure data wiping.
- Do not discuss patient information in public.
- Train staff annually.



UPCOMING MEETINGS & WEBINAR OPPORTUNITIES

September 15th, 2026 – Quarterly billing meeting

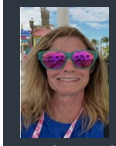
October 13, 2026 – Compliance Update with Sean Weiss of the American Medical Billing Association. Registration required: https://ambamembers.com/events/EventDetails.aspx?id=2027991&group=

November 10, 2026 – Teaching Providers to Bill E/M Compliantly with the American Medical Billing Association. Registration required: https://ambamembers.com/events/EventDetails.aspx?id=2027991&group=

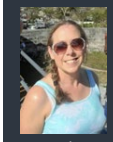
December 2, 2026 – CPT 2027 Updates with Michigan Medical Billers Association. Registration required: https://www.mmbaonline.org/aws/MMBA/pt/sd/calendar/369586/_PARENT/layout_details/false

December 17, 2026 – Hybrid Quarterly Billers Meeting & Training

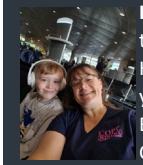
Your Billing Team



Julie Baker has worked at the Midland County Health Dept. for 14 years, in the position of medical biller. She enjoys traveling and spending time with her family.



Laura DeLanoy has worked at the Livingston County Health Dept. for 8 years. She enjoys cruising, country music, being a grandma and the outdoors.



Lisa Copp has worked at the St. Clair County Health Dept. for 11 years, 7 years as the Billing & Support Coordinator. She enjoys all the adventures life brings with her 10-year-old son, Luke.

KNOW YOUR RESOURCE TEAM

It is always easier to resolve problems and find answers when you know who to contact but knowing a person's name and title does not always tell you if they are the right person to help in a particular situation.

Each quarterly newsletter will include a Meet Your State Parter section to help you to become familiar with your State resource team.

TIMELY FILING REMINDERS

Each payer has a different timely filing deadline. Your contracts will list your specific timely filing requirements. Here are some of the most common deadlines.

BCBSM & BCN – 180 days
Medicaid – 12 mo
Orig. Medicare – 12 mo
UHC – 180 days
Priority Health – 12 mo

Medicare Advantage plans do not have to follow the same deadline as the original Medicare plan, and some are much shorter.

IF YOU HAVE TOPIC SUGGESTIONS FOR FUTURE ISSUES OF THE NEWSLETTER OR FOR FUTURE TRAININGS, PLEASE CONTACT A MEMBER OF THE EDUCATION TEAM.

Meet Your State Partners

Laura de la Rambelja

What is your current job title with the State of Michigan? Director, Division of Local Health Services, MDHHS

How long have you worked in this role? 7 years

In one or two paragraphs, describe what you do in your current role including how you provide support or guidance to public health finance and/or billing staff. My division serves as the liaison to local health departments across Michigan. We are many things in partnership with LHD's! We are grantors (currently: Emerging Threats GF, ELPHS, Preventive Health and Health Services Block Grant, Public Health Infrastructure Grant.) We are connectors (we help find people and resources). We administer the Michigan Local Public Health Accreditation Program and conduct Powers and Duties reviews. We want to be thought partners with you – how can we do what we all do better to best serve the people of Michigan?

What is a fun or unusual fact about yourself? I love to travel and to learn as much as I can about other cultures and worked for the U.S. Department of State as my first career.

Eric McGaugh

What is your current job title with the State of Michigan? Auditor Manager

How long have you worked in this role? Since May 2022

In one or two paragraphs, describe what you do in your current role including how you provide support or guidance to public health finance and/or billing staff. I work in the Audit Division within the MDHHS Bureau of Audit and lead a team of three auditors in the WIC and Family Planning Section. My primary responsibilities include updating the annual Fiscal Monitoring Policy for these two programs, performing the annual risk assessment, and developing, implementing and monitoring the annual audit plan for the 56 local health departments, non-profits and tribes that run these grant programs throughout Michigan. I also coordinate the follow up of agency corrective action plans for any deficiencies uncovered during the audit process and coordinate with WIC and Family Planning Program staff to foster synergy and consistency. I review all auditor workpapers and approve audit reports. Due to the heavy workload, I also conduct several audits myself. My staff and I enjoy visiting agency staff all over the state and appreciate your accommodating us.

I deeply appreciate and respect the work done by our State partners at MALPH. I am aware of the complexities of administering grant programs and continue to be amazed how agency financial staff oversee the multitude of grants that benefit their communities. While the Audit Division cannot dictate the financial methodologies developed by agencies, we regularly work with agency staff to explain what is allowed and disallowed by Federal regulations and the State of Michigan. The Bureau of Audit highly values the work done by our state partners in improving the lives of Michigan's residents.

What is a fun or unusual fact about yourself? In my past work life, I worked in recreational sports and managed an indoor soccer facility. I still enjoy giving back to the soccer community as a registered MHSAA high school soccer referee.

Nicole Salava

What is your current job title with the State of Michigan? I am a Provider Relations Analyst.

How long have you worked in this role? About 8 years.

In one or two paragraphs, describe what you do in your current role including how you provide support or guidance to public health finance and/or billing staff. I handle all Michigan Medicaid questions related to billing, policy, system, 1:1 Trainings for professional and clinic providers serving Michigan Medicaid Beneficiaries.

What is a fun or unusual fact about yourself? One "funny" fact about me is I love fishing with my husband and two boys; however, I'm for sure that Mom who has to take the fish off a hook with gloves.