



**Financial Management**

- Payroll
- Accounts Payable
- Accounts Receivable
- Financial Statements
- Cash Management
- Operating Budgets by Cost Center
- Assistance with Cost Reporting
- Cost/Benefit Analysis
- Accounts Aging Collection

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**Financial Management Services  
for Human Service Agencies**

Healthcare Support Services, Inc.

HEALTHCARE  
SUPPORT SERVICES, INC.

staff are professionals in  
financial management.

For more information  
contract us at (910) 391-  
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page of our website.



## Advantages of Financial Management Services by Healthcare Support Services, Inc. include:

### Payroll:

- Time sheets are entered into the billing system and then imported into the payroll system. This allows tracking of all hours worked for each individual Service Recipient
- Payroll system is setup to handle multiple pay rates for each employee based on individual Service Recipient rate and for other billable time (i.e. training, supervision).
- Preparations of all monthly, quarterly and annual tax returns and completion of W2 reporting.  
Automated posting to General Ledger System

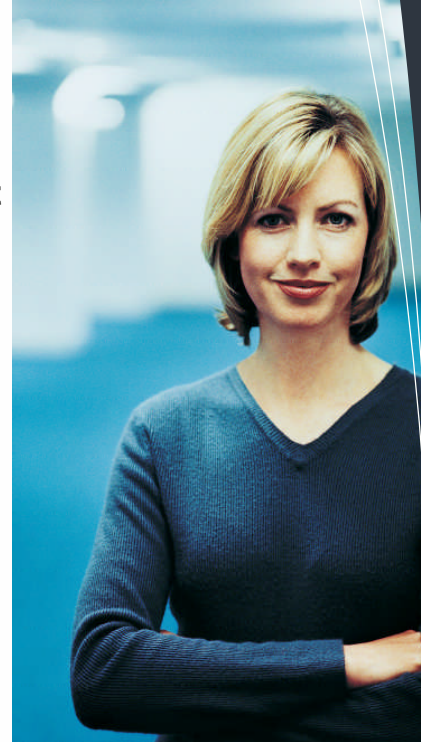
### Billing/Accounts Receivable:

- HSS will bill all services on a weekly or monthly basis
- Tracking system for retroactive billing and appeals
- HSS will rebill all denials as appropriate
- Posting to Accounts Receivable payments of all cash receipts
- Accounts Receivable aging report identifying outstanding balances.
- Capability of running reports for various time frames by Cost Center, and Service Recipient



### Accounts Payable:

- Processing of all Accounts Payable invoices and automated posting to General Ledger System.
- Printing of Accounts Payable checks with your agency bank account information and you will sign the checks, thus providing the final approval of all checks.



### Financial Statements:

- Completion of monthly financial statements with a comparison to operating budget (If multiple locations, financial statements will be prepared by location)
- If required, assistance in completion of annual external audit, review, and/or compilation
- Assistance in preparing annual corporate income tax returns (Information as requested will be provided to tax return preparer)
- All Accounting functions are integrated into the general ledger system. If you are having outside vendors processing Billing, Payroll, or Accounts Payable, your organization will need to have someone to manually enter information in the General Ledger in order to record all financial activities

## CUSTOM SOLUTIONS

Our Staff will design custom solutions for your financial management needs.

## FLEXIBLE SOLUTIONS

Our staff are flexible and will respond to your needs at all times. We know your needs are not 9-5.