

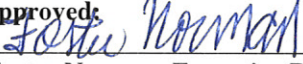


**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

Policy # 4040	Dual Roles of Treatment Provider and Employer
Origination Date: August 17, 2017	
Revision Date: March 12, 2019	
Reviewed Date:	
Related Policies	
Approved: <i>Foster Norman</i> _____ Foster Norman, Executive Director	

POLICY: It is the policy of Cobb County Community Services Board (CCCSB) to avoid acting in a dual role of treatment provider and employer. Any employee, including family members served, and directly or indirectly hired, and or contracted by the CCCSB who is seeking Behavioral Health (psychiatric, mental health, substance abuse) or intellectual/developmental disability services shall receive such services from sources outside the CCCSB.

Employees and their families are encouraged to seek treatment to support their and or their family members' recovery.

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PROCEDURES:

1. Based on the needs of the individual being served, the transition to another provider may occur over a period of time, not to exceed 90 days. If employees need more than 90 days for this transition, a request can be made in writing to the Executive Director for the Executive Director’s approval.
2. A non-affiliated Employee Assistant Program (EAP) offered to current CCCSB employees can be used as a referral source to assist in finding alternative treatment service providers
3. Any employee currently receiving services from the CCCSB shall pay all co-pays and/or any unpaid balance. Failure to do so within 30 days may result in a wage garnishment.

Mr. Test Poe
 125 Mellow Lane
 Smyrna, GA 30080

Date 1/7/2018

CareLogic ID#	15320
Client's Name	Test Poe, Sr.
Guarantor	Test Poe, Jr
Insurance Company	United Healthcare
Service Center	COPS
Last Visit Date	1/5/2018
Current Balance	\$525.00

Dear Mr. Poe,

We see that you and/or one of your family members is currently receiving services from Cobb or Douglas Community Services Board. As of today, you have the above balance for services you have received from us. Please find attached a copy of your Client Balance Statement for your review. In order for us to ensure fair billing practices our employees and their families must pay for their services. Please review Policy #4040 to see if you are able to receive services from us while employed with either Cobb or Douglas Community Services Board.

We are happy to offer employees the same payment plans that we offer other clients. You must pay your copay or percentage due at each appointment, but we can set you up on a monthly payment plan to help you pay down your balance. This invoice will always be sent to your home to ensure that your anonymity is protected as you visit the site for services. You will not be required to over your proof of income, at the site, but it will need to be forwarded to the billing department where it will be kept under lock and key.

Please you the payment coupon below to mail or bring your monthly payment to Administration at:

Attn: Billing Department
 Cobb Douglas CSB
 38.0 South Cobb Dr., SE
 Suite 300
 Smyrna, GA 30080



Client ID #		Client's Last Name	
Payment Amount	\$	Services Location	
Payment Type: :			
<input type="checkbox"/>	Cash		
<input type="checkbox"/>	Check #		
<input type="checkbox"/>	Money Order #		
<input type="checkbox"/>	Debit Card #	Exp. Date:	3 Digit Code