



Rowan County Health Department
1811 East Innes Street – Salisbury, NC 28146-6030

MEMO

To: Rowan County Board of Commissioners
CC: Aaron Church, County Manager
From: Alyssa Harris, Public Health Director
Karla Aldridge, Financial Services Supervisor
Date: January 3, 2023
Re: Rowan County Public Health has completed the preparation of debt write off for Fiscal Year 2021 and 2022

Situation:

Rowan County Public Health Department has completed debt write off preparation for FY21 and FY22.

Background:

In June 1998, Rowan County Board of Health adopted the Rowan County Public Health's Fee & Financial Process Policy. The policy states "When it is determined that the debt is basically uncollectible and no activity has been reported during the preceding 12 months, debt write off may be applied. In the event the debtor contacts the department requesting services after a previous claim has been written off, all new activity will reactivate the former canceled debt."

Assessment:

Despite repeated attempts to collect these debts, there has been no activity on the records over the last year. The total amount of debt write off is \$1,490.59 for a total of 55 records. The debt owed per program is as follows:

Primary Care/Adult Health Program - \$981.38
Family Planning Program - \$346.05
Maternal Health Program - \$3.00
Child Health Program - \$157.16
Immunization Program- \$3.00

The previous years' totals are as follows:

- Fiscal Year 2021 98 records totaling \$10,338.95
- Fiscal year 2020 198 records totaling \$23,799.53
- Fiscal Year 2019 421 records totaling \$15,566.28

Recommendations:

The Rowan County Board of Health approved the debt set off at the meeting on Tuesday, November 8th, 2022. Rowan County Public Health respectfully requests that the Board of Commissioners approve the debt write off of \$10,338.95 for FY21 and \$1,490.59 for FY22 to comply with the Health Department's Fee and Financial Process Policy.