



SEP 22 2006

TO: Area Directors


FROM: Director
Office of Resource Access and Partnerships

SUBJECT: 2006 Version of the Revenue Operations Manual

On behalf of the National Business Office Committee and the National Health Information Management Coordinators, I am pleased to introduce the 2006 version of the Revenue Operations Manual (ROM). The electronic version is available on the Business Office website at <http://www.ihs.gov/NonMedicalPrograms/BusinessOffice/index.cfm>.

The content in this manual represents the compilation of the vast knowledge and applicable regulations and procedures by those who have worked in the Revenue Operations and Health Information Management fields for many years. The documents in the manual are now available for distribution at the local level and can be saved, printed or edited to fit the needs of each type of facility. The intent is to assist local business offices and health information management offices with readily available policies and procedures, which they can access and modify to fit the needs of the local operations.

If you have any questions on the content of this manual, please do not hesitate to contact your Area Business Office Coordinator or the Area Health Information Management Coordinator. Thanks to Ms. Sharon Sorrell, Business Office Manager, Phoenix Area, project leader and the members of the ROM workgroup for their contributions to this much awaited manual.


Carl L. Harper

cc: CEO
BOC
HIM
CHSO