

Document #14

Dental Head Start Billing Adjustment Code 357

The Adjustment code for Dental Billing for Head Start is 357
Description-Write off for Head Start Dental

This code will be used for Head Start contacts only

An SQL can be run at the end of the year to see the total amount of monies being written off. A financial note is still necessary when using this adjustment code even though it has a “description”.

**** Rationale: When making adjustments to any financial transaction, it must be noted on the financial note for audit purposes.**

****Revised Revision:**

The financial note for the Dental Head Start code 357 is recommended but not required.