



Attn: Finance Department  
101 N. Edison Street  
Kennewick, WA 99336

ii. Secure fax: 509-460-5238

iii. Via secure email: [Karenr@gcbh.org](mailto:Karenr@gcbh.org) and [Jenniferd@gcbh.org](mailto:Jenniferd@gcbh.org)

b. Input claim encounter directly into the Raintree IS System under the Facilities designated access login.

6. BH-ASO Finance Staff will verify billings against BH-ASO Authorization and issue payment within 30 days of receipt of valid billings.

**APPROVAL**

  
\_\_\_\_\_  
Karen Richardson or Sindi Saunders, Co-Directors

  
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Date