Memorandum

To: Health Directors, Finance and Billing Staff  
From: DPH Administrative Consultants  
Date: March 25, 2018  
Subject: Regional Finance and Billing Principles for Local Health Departments

The Administrative Consultants will be presenting an overview of finance and billing principles for local health departments at the regional Management Support Supervisor Meetings this spring. Attendance is open to all, but registration will need to be done through this link:

[https://www.surveymonkey.com/r/KFX2GGH](https://www.surveymonkey.com/r/KFX2GGH)

The dates and locations for the regional meetings are listed below. Please note that the Western Region training is scheduled for an alternate date outside of the regional meeting due to a scheduling conflict.

**May 10, 2018:**  
**Location:** Cumberland County Health Department  
**Time:** 10:00am – 1:00pm

**June 1, 2018:**  
**Location:** Guilford County Health Department  
**Time:** 10:00am – 1:00pm

**May 17, 2018:**  
**Location:** Wilson County Health Department  
**Time:** 10:00am – 1:00pm

**June 5, 2018:**  
**Location:** Haywood County Health Department  
**Time:** 10:00am – 1:00pm

Please contact your regional administrative consultant for additional questions

Sandy Tedder- [sandy.tedder@dhhs.nc.gov](mailto:sandy.tedder@dhhs.nc.gov)  
Ann Moore- [ann.moore@dhhs.nc.gov](mailto:ann.moore@dhhs.nc.gov)  
Kathy Brooks- [Kathy.brooks@dhhs.nc.gov](mailto:Kathy.brooks@dhhs.nc.gov)  
Jessica Garner- [Jessica.garner@dhhs.nc.gov](mailto:Jessica.garner@dhhs.nc.gov)