



Policy Number:	04
Policy Title:	Checks Returned for Insufficient Funds
Original date:	September 2012
Revision date:	April 2023

Purpose:

The purpose of this policy is to define the process for the actions that the North Carolina Association for Healthcare Quality will take when a fee/charge has been returned without payment.

Policy/Procedure:

1. A notification letter (Attachment 1) is sent from the North Carolina Association for Healthcare Quality advising the check writer of the total amount due.
2. If the check and corresponding fees are not paid within thirty (30) days of notification, legal action may be initiated.
3. The returned check and corresponding fees must be paid by certified check or money order made payable to the North Carolina Association for Healthcare Quality.
4. When membership fees are paid by check and returned for insufficient funds, the individual membership will be temporarily suspended until fees are paid in full.