![MITA - Medicaid Information Technology Architecture]

FM Accounts Payable Management	
Manage Contractor Payment	
Item	**Details**
Description	The **Manage Contractor Payment** business process includes the activities necessary to reimburse contractors for services rendered based on a contract executed between the State Medicaid Agency (SMA) and the contractor. When a contractor renders services on behalf of a Medicaid member, the contractor invoices Medicaid according to the specifics defined in the contract. Agency staff responsible for Contract Administration process invoices according to the SMA policy including validation of the invoice content to reimbursement details defined in the contract.
Trigger Event	Environment-based Trigger Events: • Receive invoice from contractor (e.g., email, mail, facsimile). Interaction-based Trigger Events: • Receive electronic invoice from contractor (e.g., Electronic Data Interchange (EDI)).
Result	• Alert sent to **Manage Accounts Payable Information** business process to generate contractor payment. • Tracking information as needed for measuring performance and business activity monitoring.
Business Process Steps	1. **START:** Receive invoice from contractor. 2. Validate invoice details for reimbursement details defined in the contract. 3. Resolve any invoicing discrepancies discovered with contractor. 4. **END:** Send alert to **Manage Accounts Payable Information** business process to generate contractor payment.
Shared Data	Financial data store including accounts payable information and Recovery Audit Contractor (RAC) recovery information Contractor data store including contract information Member data store including eligibility and benefits information Provider data store including provider network & contract information
Predecessor	**Receive Inbound Transaction** **Prepare Provider Payment**
Successor	**Manage Accounts Payable Information**
Constraints	The **Manage Contractor Payment** business process will adhere to the federal and state policies and business rules that may differ by state.
Failures	• Invoice does not match existing contractor information.
Performance Measures	• Time to complete the process: e.g., Real Time response = within ___seconds, Batch Response = within ___ hours

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	• Accuracy with which rules are applied =___% • Error rate =___% or less