1. **Approval of the Minutes of October 26, 2011**

   **ACTION:** The Board unanimously approved the Minutes of October 26, 2011.

2. **Board of Review**

   Review procedure revisions for the Health Insurance Portability and Accountability Act (HIPAA) related write-offs.

   **ACTION:** The Board unanimously accepted Office of Finance’s revised procedures to review uncollectable accounts that are regulated by HIPAA.

3. **Los Angeles Fire Department**

   a. December 7, 2011 report requesting write-off of 92,403 uncollectible (emergency ambulance services charges) accounts receivable totaling $37,335,282.29 representing invoice amounts less than $5,000.

   **ACTION:** The Board unanimously approved the write-off request from LAFD to remove from its active accounts receivable 92,403 uncollectible (emergency ambulance services charges) totaling $37,335,282.29 representing invoice amounts less than $5,000. Based on the Board’s findings, LAFD will provide the Board with a follow up report of the accounts written off by LAFD.
b. September 21, 2011 report requesting write-off of 148,174 uncollectible (emergency ambulance services charges) accounts receivable totaling $107,649,033.12 representing invoice amounts less than $5,000.

**ACTION:** The Board unanimously approved the write-off request from LAFD to remove from its active accounts receivable 148,174 uncollectible (emergency ambulance services charges) totaling $107,649,033.12 representing invoice amounts less than $5,000. Based on the Board’s findings, LAFD will provide the Board with a follow up report of the accounts written off by LAFD.

4) **Public Comments**

None

5) **Next Meeting**

Next scheduled meeting of the Board of Review will be held on Wednesday, January 25, 2012.

6) **Adjourned**

9:41 a.m.