# Harbor Regional Center

## Desk Guide

This Desk Guide will go over how to complete a Monthly rate invoice.

### Updated Disclaimer

When you log into eBilling the Disclaimer Statement has a new listing #9.

"If Alternative Nonresidential Services were delivered in-person, the Provider certifies that they were in compliance with the most protective state or local COVID-19 safety guidelines in effect at the time of service delivery."

Click Accept to continue.

#### Finding the Invoice

- 1. Select your Service Provider # and click OK on the confirmation box
- 2. Click on the Invoice Tab

2020-06-03 15:09:49 This is	OD Trad					User: vnds				
<b>Bulletin</b> 2020-05-17 15:52:35 HQ PR 2020-06-03 15:09:49 <b>This i</b> :										
2020-05-17 15:52:35 HQ PR 2020-06-03 15:09:49 <b>This i</b> :										
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	elease December 202	20			<u>- uyu</u>	<u>nt History</u>				
Service Provider Selection	on	Available Fil	es for Download							
Search by SPN #		Service Provider #	File Name	Posted Date	Download					
Service Provider # Description	n 💦			,	,					
H62503 VA-POS V	ENDOR 🕛									

Figure 1 - eBilling Dashboard

- 3. On the Invoice Search screen enter the invoice number or leave all the fields blank and click on 'Search' to view all invoices.
  - All search fields are optional and do no need to be filled out

eBi	illing 🔺 sy	ystem	Your se	lected service	provider is: VA-POS VEN	DOR (He )			Help   Logout
	Home	oice Histor		S Payments		User Mgm	t.	Use	er: )vndadm
Inv	oice Searc		y invo	CE AME OPIOAD				USE 05E	r. wndadm
	Invoice	#:		Service Co	de:	Invoice Date:	11/24/2020	Search	3
	Service M	/Y:		UC	I #:			Clear	<b>N</b>
	Invoice #	Service Code	Service M/Y	UCI#	Consumer Name	Invoice Date	Updated Date-Time	Updated By	
	2726270	510	12/2020			2020-11- 24			

Figure 2 - Invoice Search

4. Select the Edit button on the invoice line you want to complete.

The Service provider billing details screen will display.

## Processing at the Invoice Summary level

- A. You can sort the invoice by selecting one of the column headings across the top of the invoice summary lines. Click twice to reverse the sort.
- B. You can select the check mark in the upper left to checkmark all invoices and apply a No Service or Defer option to the entire invoice, or you can place checkmarks next to individual lines.
- C. Use one of the No Service, Defer or Calendar Template buttons to apply the same details to the lines selected.
- D. You can use the Filter dropdown and select "Filter Unprocessed" to only display lines that still need to be completed in order to submit the invoice.
- **Tip:** If you have only a select few lines you will complete and a majority of the invoice is no service or defer, you can apply no service or defer to all using the checkboxes, then sort/scroll through your invoice and complete individual lines as needed.

3	(	Line #	Consumer Name	UCI#		SVC Subco	Auth #	Auth Date		Units Billed	Days Atten
	0	1	AL-LAST AL- FIRST	57	510		20142115	07/01/19 - 06/30/20	DM		0
	0	2	AM-LAST JA-FIRST	74	510		20135739	07/01/19 - 06/30/20	DM		0
I	0	3	AN-LAST MA-FIRST	74	510		20414951	07/01/19 - 06/30/20	DM		0
1	0	4	AP-LAST GA-FIRST	68	510		20314428	07/01/19 - 06/30/20	DM		0
	0	5	AZ-LAST TA- FIRST	56	510		20187134	07/01/19 - 06/30/20	DM		0
	0	6	BA-LAST MI- FIRST	74	510		20267771	07/01/19 - 06/30/20	DM		0
	0	7	BA-LAST MI-	74	510	NONM	20316518	07/01/19 -	HD		0

Figure 3 - Service Provider Billing Details

**Note**: Once an invoice line has been updated with a selection, you can no longer update the invoice line at this higher level. If a change is needed, you will need to click on the line and go to the calendar detail entry to make changes.

### Completing an Invoice with a Monthly Rate

- 1. Click on the invoice line you want to complete. Please make sure that the sub code begins with A@.
- 2. Select a *check box* on the days you provided services

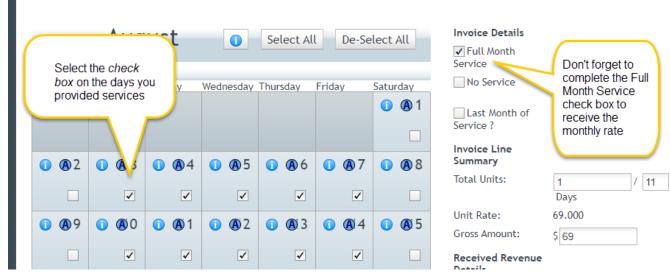


Figure 4 - Attendance Calendar Data Entry

**Note:** DDS Directive dated January 27, 2021 indicates that Alternative Service reporting can be made using a survey link. The (A) does not need to be selected or completed.

3. Select the **"Full Month" checkbox** to the right of the calendar. You <u>must</u> complete this for the monthly rate dollar amount to populate to the invoice.

#### Exception:

When the alternative authorization service date does not start on the first day of the month or ends before the last day of the month, the system will not allow you to to check the Full Month Service checkbox. In this case, just select check marks for the days you provided service without checking the Full Month Service checkbox. The invoice will show a \$0 payment amount when submitted. HRC Fiscal Staff will populate the payment amount after invoice submission.

- 4. Select **Update** to save the calendar and refresh the page **OR** select **Update Next** to save and be taken to the next invoice detail line.
- 5. Continue to complete the invoice.
- 6. When your invoice is accurate and complete, select the **Submit** button on the Service Provider Billing Details screen.