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
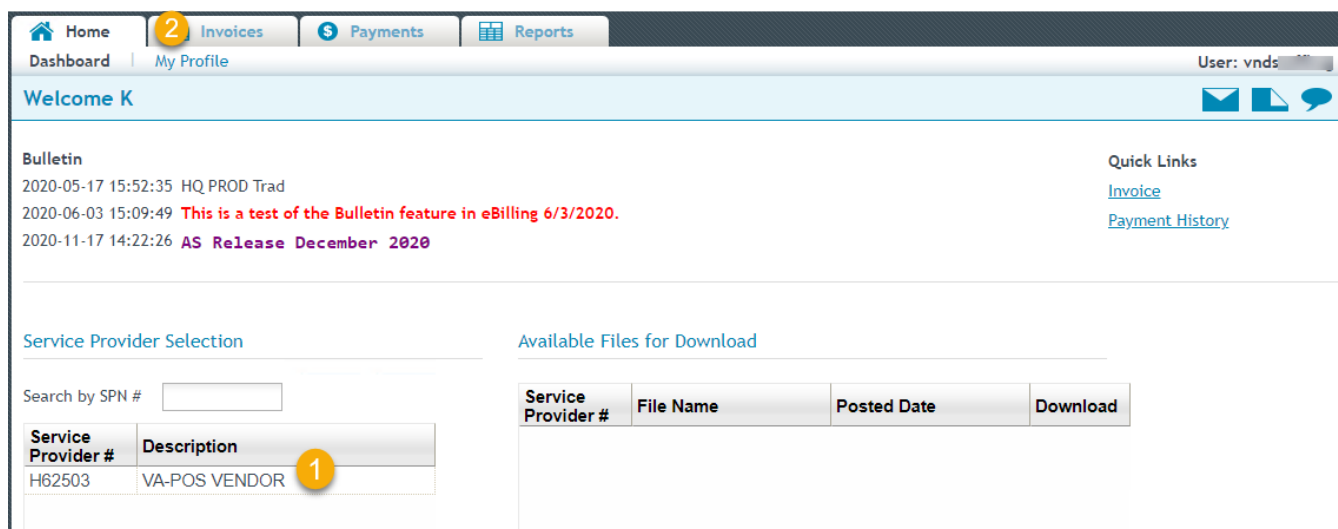2. Click on the Invoice Tab

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.
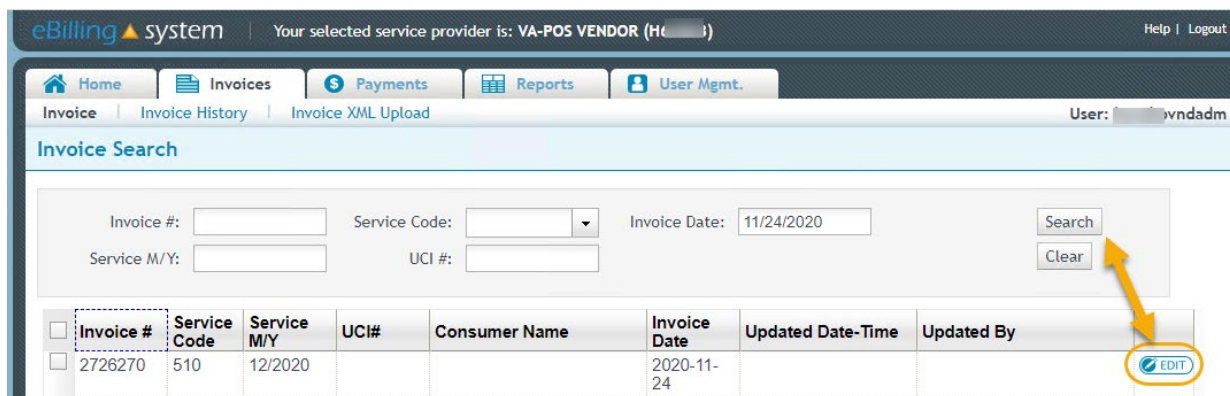   - All search fields are optional and do no need to be filled out

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.

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@.
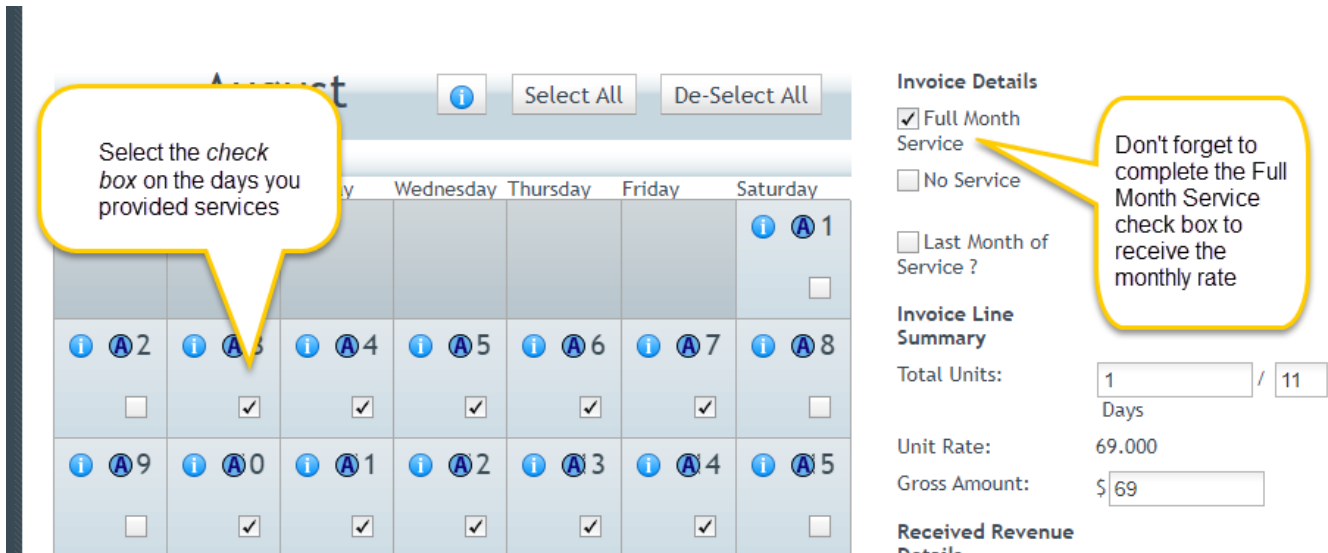2. Select a *check box* on the days you provided services

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.

    <u>Exception:</u>
    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.