

INVOICING GUIDANCE

-Your staff must be informed of all federal contracting information - BPA number(s), areas serviced (catchment areas), etc. Also, that Probation invoices should be sent to Darby Tatsak and Pretrial invoices should be sent to Joseph Alfano.

- Invoices consist of 2 parts - Part A and Part B

- Part A is the summary/total page. Part B is the itemized listing of names and services.
- Part A address is your billing address. This is where your checks will be sent.

- Information for completing the invoices **MUST - MUST** - be obtained from the daily treatment log, breathalyzer log, or urinalysis testing log. If the information is not on one of these logs, we cannot reimburse you for the service. It does not matter what is on the MTR or other documents. The service **MUST** be documented on one of these logs and submitted at the time of the invoice.

Paperwork that accompanies invoices:

- Part A and Part B of the invoice (with an authorized administrator signature)
- Monthly treatment report (MTR) for each offender receiving services, with original label in the upper right hand corner.
- Daily treatment log for each offender receiving counseling services. The proper daily log must accompany the proper invoice - put BPA numbers on logs so there is no confusion.
- The treatment plan after every time it is updated, but at least every 90 days, as applicable.
- Urine log, if applicable
- Breathalyzer log, if applicable
- Assessments (substance abuse, mental health, psychiatric, polygraphs)

Important reminders:

- All MTRs should be grouped together, all treatment plans grouped together, all daily treatment logs together, etc. Please do not put all of one client's paperwork together but rather group the types of paperwork together and clip them in **alphabetical order**. All paperwork should mirror each other. Meaning, information on the daily log should match info on the MTR, etc.
- Please do not staple anything.
- Only identify and subtract the co-payment on the invoice if the client actually paid it during the billing month
- Only put one total co-payment for each client each month - if they paid on 4 different days, one final amount
- Clients cannot pay their co-pay in advance. Advance payments should not be collected or put on the invoice
- Clients cannot pay a co-payment amount after they are discharged from treatment.

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