

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

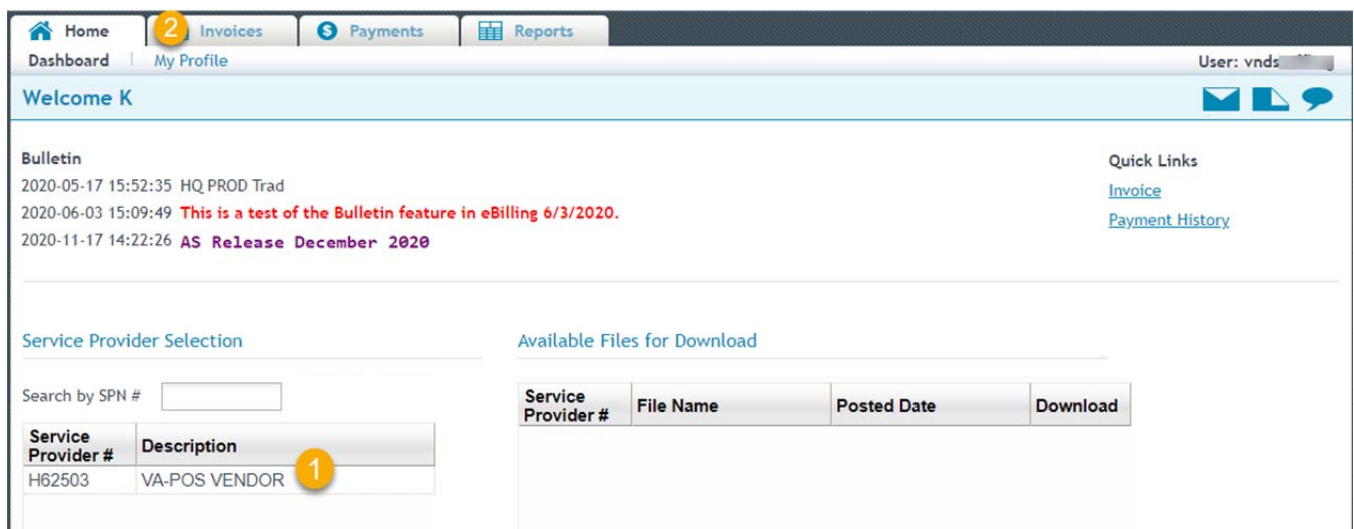


Figure 1 - eBilling Dashboard

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 not need to be filled out

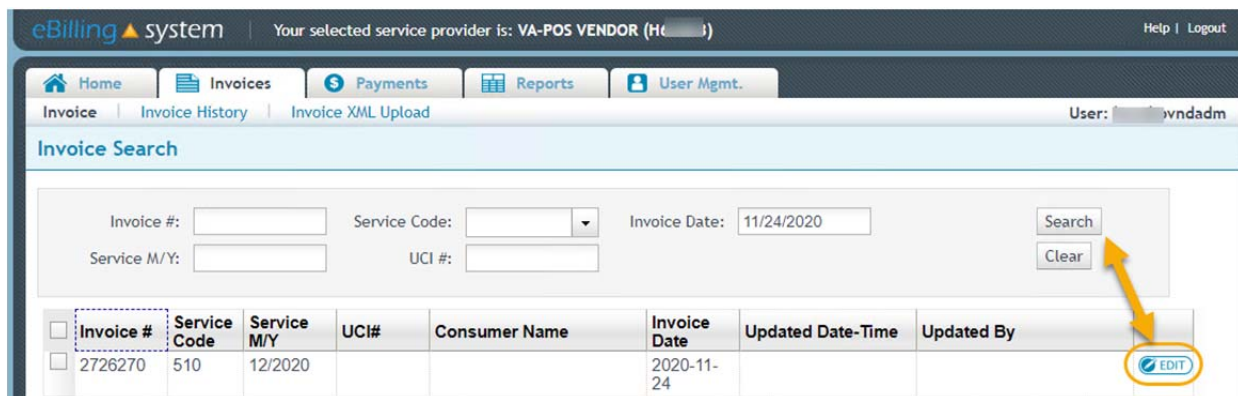


Figure 2 - Invoice Search

- 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

- 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.
- 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.
- Use one of the No Service, Defer or Calendar Template buttons to apply the same details to the lines selected.
- 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.

Consumer Billing Details Filter All

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

No Service
 Defer
 Calendar Template
 Add Invoice Line
 Submit
 Print Invoice Details

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

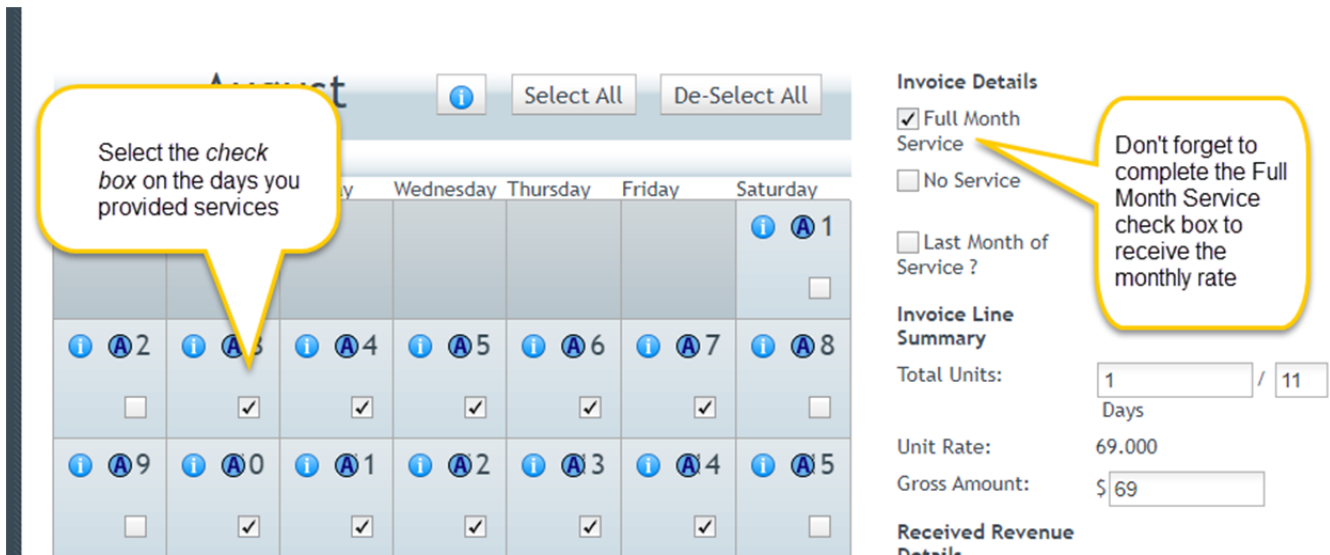


Figure 4 - Attendance Calendar Data Entry

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 must complete this for the monthly rate dollar amount to populate to the invoice.
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.