

## INVOICING GUIDANCE

- Your staff must be informed of all Federal contracting information – BPA number(s), areas services (catchment areas), etc.
- Invoices consist of two parts: Part A and Part B
  - Part A is the summary/total page which should contain your billing address and be signed by an authorized administrator.
  - Part B is the itemized listing of names and services provided.
- Information for completing the invoices must – **MUST** – be obtained from the Daily Treatment Log. If the information is not on the Daily Treatment Log and signed by the client, we cannot reimburse you for the service. It does not matter what is on the Monthly Treatment Log or other documents. The service **MUST** be documented on the Daily Treatment Log, signed by the client, and submitted at the time of the invoice.

### DOCUMENTATION TO ACCOMPANY INVOICES

- Part A of the invoice bearing an authorized administrator's signature
- Part B of the invoice with clients listed in **alphabetical order**
- Monthly Treatment Report (signed by the attending counselor) for each client receiving services
- Daily Treatment Log for each client receiving services
- The Treatment Plan (signed by the attending counselor) after every update, but at least every 90 days, as applicable
- Assessment Report (signed by the attending counselor) for every provided and billed assessment

### IMPORTANT REMINDERS

- All documents pertaining to each client should be grouped together in the following order, top to bottom: Monthly Treatment Report, Daily Treatment Log, Assessment Report (if applicable), Treatment Plan (if applicable), receipt for copayments, any other documentation your agency wishes to include. Further, all documents should be in **alphabetical order**. All documents should mirror each other. Meaning, information on the Daily Treatment Log should match the information on the Monthly Treatment Report, which should match the information on Part B of the invoice.
- **PLEASE DO NOT STAPLE ANY DOCUMENTS.**
- Only identify and subtract the copayment on the invoice if the client actually paid it during the billing month.