BILLING

Invoice summary:

1. This page should always have your company name and Information filled in at the top. If you need me to email the form to you so you can back out the example information and enter your own let me know and I will do so.
2. When entering totals all that is required is the month and year on the left hand side and the total due on the right hand side. You DO NOT need to break down the individual therapy/therapies, NEF, or travel.
3. Please make sure to sign and date form. If this is not done then your invoice could get sent back.

Billing Grid:

1. ALWAYS alphabetize your grid.
2. Make sure you fill in the Child's date of birth. If we can't find the child by name we search by date of birth and usually find them.
3. We need you to fill in the correct location code for service. (These codes are in the training letter.)
4. We have assigned a billing code for each provider. Please do not make up what you think it is. If you need a list of provider codes for your agency please contact Tami Krueger our provider liaison for assistance.
5. Please make sure to use the correct service code that you are providing. If the code is incorrect this could cause your claim to be denied.

6. Always use the assigned provider that is on your from G. If you feel the need to change the provider to someone else then contact the child's service coordinator to have the form G updated to new provider. If the assigned provider is on vacation and someone else is covering please make note of that in your invoice. If you report a different provider than what was assigned your claim can be denied.
7. Please review the training letter about how to report units Under each date of service. The total units at the end of the row should reflect total of units example 1 hour is 4 units. You report the 1 under the date of service and the 4 under the total units at the end of the row.
8. Please review the payer codes on training letter.
9. The amount column should only have the dollar figure in it IF you are expecting CONT payment for the service. If another payer is responsible then the dollar figure will be zero.
10. Make sure that you provide one billing for each month that you have included in your invoice. May cannot be on the same grid as June.
11. Must report ALL claims within 60 days from the date of service no matter who the payer is. Items such as consults, NEF and travel should be reported every month as contract funds cover those services. You would not be waiting for any denials.

Consultations: When reporting consults PLEASE make sure that the form is attached and has both provider signatures on them.

Travel Log:

1. Please fill out your travel logs like the example I have Included. Report the total miles traveled. We then subtract the 22 miles allowed under the Natural Environment fee from that total and process the Difference.
2. Just a reminder that we only allow one return trip to your base at the end of the day IF that child is an Early Steps child.

Organizing: When putting together EOBs or consult forms please put them behind the proper page of your billing grid that they belong with. When sending in billing grids and then a bunch of denials we have to take the time to organize everything before we can begin to process your invoice. This slows down our processing which should not be. The more organized your invoice is the quicker we can get through them.