

## **Billing Tips**

**Billing due in the Winter Park office by the 7<sup>th</sup> of each month.**

### **A. Invoice**

- only payments expected from Part C services, Natural Environment fees and/or travel should be on invoice
- ensure the correct business name, address, and tax ID are on the invoice (must match your W-9 on file)
- Invoice must be totaled
- When submitting EOB's, please put dates within the same months on 1 line on invoice.
- If dates are more than one month, please put them on separate lines
- Invoice must be signed.

### **B. IAR's**

- include IAR's for all early steps children seen, even if provider is billing third party insurance or Medicaid (Charges for TPIN and MED would not be put on invoice) Please state on your IAR if you are billing third party insurance (TPIN), Medicaid (MED), COMA, or Part C (CONT).
- Units are in 1 hour increments:
  - 1 unit = 1 hour
  - .75 units = 45 minutes
  - .50 units = 30 minutes
  - .25 units = 15 minutes
- payer for travel is always Part C (CONT) or COMA regardless of the funder of the child's treatment/services
- Include the child's correct name and date of birth on the IAR. IF the child's name has changed recently, please put old and new name on IAR to ensure that the child's record is found.
- When submitting EOB's, please put them in back of the child's IAR.

### **C. Travel Log**

- add up all miles for each child and add on IAR
- Travel is billed at \$0.445 per mile
- Travel is only billable for 1 hour treatment/sessions
- Travel is not paid if child is not seen (no show or cancellation)

- Enter complete addresses with zip codes on the travel log
- If travel log has “I attest” statement listed, these must be signed also.

**Submissions** – We have implemented an electronic submission for your monthly billing. You will be issued an invitation to Box.com. You will then create a user name and password. On the home page, you will see a file folder with your agency name listed. Please click on the folder and open it up. You will be asked to upload your billing into that folder that is provided by us. This folder is HIPAA protected. *Please do not make any other folders on your own as these are not HIPAA protected.* Please click on your folder which will open it up and upload your billing into this area. Upload as one continuous file, (invoice first, IARs, and then travel log) preferably as a PDF. We will be able to view and download your billing each month.

*Please note: we have 30 days from the billing deadline date to process and issue checks.*