

These instructions will assist you in completing the invoice lines. You must attach documentation which gives a detailed listing of service dates and what was provided. Each line must have its own documentation. You can enter all the client's information on one paper and attach that paper to the first invoice line.

### Step 1: Review client detail information

Review the client's information located above the calendar. This is to make sure you are billing for the correct consumer and services.

Consumer Name:	UCI #:	Invoice #/Line #:
Authorization #:	Service Code:	Service Subcode:
Auth Dates:	Units Type:	Invoice Date:

### Step 2: Fill out the calendar.

If you did not provide services for a client check the "No Service" box. If you aren't able to bill for a client check the "Defer" box. Deferred lines will be reissued at the end of each month.

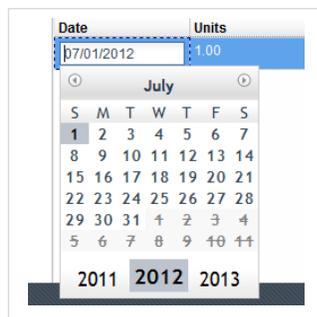
If you are billing for services please do the following:

**Important note:** YOU WILL ONLY ADD ONE ROW. Please do not add more than one row.

Scroll to the bottom of the page and click "Add Row".

A row will be added where you can change the date, units, and amount.

Date	Units	Amount	
07/01/12	1.00	\$48.25	<input type="button" value="DELETE"/>



A. The first date you provided service should be the date you enter in the date section.

B. You will always put 1.00 as your units.

C. In the "amount" area put the total dollar amount of all the services provided.

D. Verify the total dollar amount is correct. Make adjustments if needed.

**Step 3: Add Detailed Documentation.**

You must add an attachment with a detailed breakdown of the services provided.

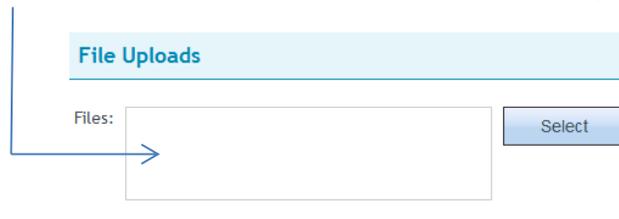
To add an attachment, click the documents icon toward the upper right of the screen. This will open a separate browser window.



Click “select”.  It will open a separate box where you search through you computer for the document you will attach.

Once you have found the document, double click the file name.

You will see the file listed in the box next to the select button. Verify it is the correct file name.



Click “upload”  to add the attachment to the website.

You will know it the attachment loads properly as it will display like below.

Close the window to go back to the clients calendar page.

Name	Size	Type	Download
7074593291165_20120725[1].pdf	258069	application/pdf	 

**Step 4: Save information and go to next client line.**

Scroll down and click “Update-Next”.  This will save the information you entered and move to the next invoice line. If you are on the last invoice line it will save and take you to the Consumer Billing Details page (or invoice detail page).

**Step 5: Submitting the invoice**

When all of the client lines have been updated, you will be able to submit. If the submit button is grayed out, there is a line which has not been completed. Once you submit there is no resubmitting. Make sure to verify all the amounts, and documents are correct.