

INVOICING GUIDANCE

- Your staff must be informed of all federal contracting information - BPA number(s), areas serviced (catchment areas), etc. Also, that probation invoices come to Darby Tatsak and pretrial invoices come to Joseph Alfano.
- Invoices consist of 2 parts - Part A and Part B
- Part A is the summary/total page. Part B is the itemized listing of names and services.
- Part A address is your billing address. This is where your checks will be sent.
- Information for invoices MUST - MUST - be obtained from the daily treatment log, breathalyzer log, or urinalysis testing log. If the information is not on one of these logs, we cannot reimburse you for the service. It does not matter what is on the MTR or other documents. The service MUST be documented on one of these logs.

Paperwork that accompanies invoices:

- Part A and Part B of the invoice (with an authorized administrator signature)
- Monthly treatment report (MTR) for each offender receiving services, and discharge summary, when applicable.
- Daily treatment log for each offender receiving counseling services. The proper daily log must accompany the proper invoice - put BPA numbers on logs so there is no confusion
- Any program plan dated during the month of billing (original comes with bills)
- Urine log, if applicable
- Breathalyzer log, if applicable
- Assessments (substance abuse, mental health, psychiatric, polygraphs)

Number of copies:

- Original and one (1) copy of Part A, Part B, MTR, and assessments
- Original only of program plan, urine log, daily treatment log, or breathalyzer log

Important reminders:

- All MTRs should be together, all program plans together, all daily treatment logs together, etc. Please do not put all of one client's paperwork together but rather group the types of paperwork together and clip them in **alphabetical order**. All paperwork should mirror the other.
- Please do not staple anything.
- Only put the co-payment on the invoice if the client actually paid it during the billing month
- Only put one total co-payment for each client - if they paid on 4 different days, one final amount
- Clients cannot pay co-pay in advance. Advance payments should not be collected or put on the invoice
- Clients cannot pay a co-payment amount after they are discharged from treatment.