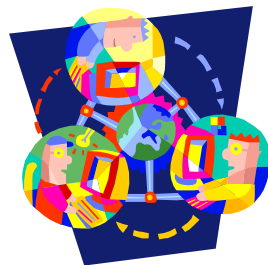


eBilling Training For the Vendor Invoicing



Invoices

How to Search for an Invoice

1. Select or enter the appropriate service provider number on the home screen.
2. Select the Invoices tab. *TIP: If you would like to search for an invoice that has been submitted select the Invoice History subtab.*
3. Enter the search criteria. If you would like to pull up all available invoices then leave the search criteria blank.
4. Click the SEARCH button.
5. The search summary results will appear on the bottom half of the screen.

[Home](#) | [Invoices](#) | [Payments](#) | [Reports](#) | [Service Provider Management](#) | [Administ](#)
[Invoice](#) | [Invoice History](#) | [Invoice XML Upload](#)
Invoice Search

#2 Click the SEARCH button.

#1 Enter search criteria.

Invoice #: Service Code: Invoice Date:
 Service M/Y: UCI #:

Invoice #	Service Code	Service M/Y	UCI#	Consumer Name	Invoice Date	Updated Date-Time	Updated By
-----------	--------------	-------------	------	---------------	--------------	-------------------	------------

Invoices

How to View an Invoice

1. After you've searched for the invoice you would like to view,
2. Click the invoice.
3. You will now be able to view the invoice detail lines in VIEW ONLY mode.
4. To view an invoice in EDIT/UPDATE mode you will need to click the EDIT button on the right side of the invoice line.

Click anywhere on the invoice line to view in VIEW ONLY MODE.

Invoice #	Service Code	Service M/Y	UCI#	Consumer Name	Invoice Date
0606066	896	08/2010	0000000	XXXX, ANGELINE	2010-08-16



Click the EDIT button to view in EDIT/UPDATE mode. The EDIT button is on the right side of the invoice line.

eBilling Redesign - Windows Internet Explorer
http://158.96.177.125/invoices/invoice


eBilling system | Your selected service provider is: FHAR-HAMLET STREET HOUSE (H12145) | Help | Logout

Home | Invoices | Payments | Reports

Invoice | Invoice History | Invoice XML Upload | User: mholland

Invoice Search

Invoice #: Service Code: Invoice Date: Search
Service M/Y: UCI #: Clear

Invoice #	Service Code	Service M/Y	UCI#	Consumer Name	Invoice Date	Updated Date-Time	Updated By
0601541	915	10/2010			2010-10-28		

Internet 100%

[Home](#)
[Invoices](#)
[Payments](#)
[Reports](#)

[Invoice](#)
[Invoice History](#)
[Invoice XML Upload](#)

User: mholland



Service Provider Billing Details

Invoice Number: 0601267 Service Code: 915 - RES FAC ADULTS-50 Service Month/Year: 09/2010
 Invoice Date: 2010-09-29 Total Units Billed: 3.00 Total Amount Billed: 7284.43

Consumer Billing Details

Filter All

<input type="checkbox"/>	Line #	Consumer Name	UCI #	SVC Code	SVC Subco	Auth #	Auth Date	Unit Type	Units Billed	Days Attend	Gross Amount	Net Amount	No Se	De	Updated Date/Time
<input type="checkbox"/>	1	JUS		915	L4B	11301265	08/01/10 - 07/31/13	M	1.00	6	3068.81	3068.8			2010-10-13 03:11:14
<input type="checkbox"/>	2	MARIANNE		915	L4B	11293962	07/01/10 - 01/31/13	M		0					
<input type="checkbox"/>	3	CHERIL		915	L4B	11268737	07/01/10 - 09/30/11	M		0					
<input type="checkbox"/>	4	CHRISTINE		915	L4B	11293849	07/01/10 - 01/31/13	M	1.00	30	3068.81	2107.8			2010-10-13 03:22:10
<input type="checkbox"/>	5	BROCK		915	L4B	11299488	07/01/10 - 05/31/13	M	1.00	30	3068.81	2107.8			2010-10-13 03:24:47
<input type="checkbox"/>	6	DEMETRIUS		915	L4B	11297089	07/01/10 - 03/31/13	M	0.00	13	0.00	0.00			2010-10-13 03:25:45

[No Service](#)
[Defer](#)
[Calendar Template](#)
[Add Invoice Line](#)
[Submit](#)
[Print Invoice Details](#)

Invoices

How to Filter Invoice Lines

1. Select the invoice you would like to view or update/edit.
2. Choose FILTER ALL or FILTER UNPROCESSED from the drop down in the top middle of the screen.
3. FILTER ALL will allow you to see all the invoice lines.
4. FILTER UNPROCESSED will allow you to only see the unprocessed invoice lines.

Service Provider Billing Details

Number: 0606066 Service Code: 896 - SUPPORTED LIVING SRV
 Date: 2010-08-16 Total Units Billed: 253.00

Select FILTER ALL or FILTER UNPROCESSED from the dropdown.

Consumer Billing Details

<input type="checkbox"/>	Lir #	Consumer Name	UCI #	Code	Subcode	Unit #	Auth Date	Unit Type	Unit Bill
<input type="checkbox"/>	1	XXXX	0000000	896	18H	11291130	07/01/10 -	HD	10.0

Note: A dropdown menu is shown above the table with options: Filter All, Filter All, Filter Unprocessed.

eBilling Redesign - Windows Internet Explorer
 http://158.96.177.125/Invoices/Invoiceview

eBilling system | Your selected service provider is: FHAR-HAMLET STREET HOUSE (H12145) | Help | Logout

Home | Invoices | Payments | Reports

Invoice | Invoice History | Invoice XML Upload | User: mholland

Service Provider Billing Details

Invoice Number: 0601267 Service Code: 915 - RES FAC ADULTS-SO Service Month/Year: 09/2010
 Invoice Date: 2010-09-29 Total Units Billed: 3.00 Total Amount Billed: 7284.43

Consumer Billing Details

Filter Unprocessed

<input type="checkbox"/>	Line #	Consumer Name	UCI #	SVC Code	SVC Subco	Auth #	Auth Date	Unit Type	Units Billed	Days Attend	Gross Amount	Net Amount	No Se	De	Updated Date/Time
<input type="checkbox"/>	2	MARIANNE		915	L4B	11293962	07/01/10 - 01/31/13	M		0					
<input type="checkbox"/>	3	CHERYL		915	L4B	11268737	07/01/10 - 09/30/11	M		0					

No Service | Defer | Calendar Template | Add Invoice Line | Submit | Print Invoice Details

Invoices

Calendar Type Differences

There are now four calendar types. If you think your calendar type is incorrect, please contact your Ebilling contact.

Type of Calendar	Service Type
Check Box	Monthly (B & C homes)
Units Calendar	Non-Monthly or Daily
Units with In and Out Times and Worker Name	Hourly, Session, or Visit
Purchase Reimbursement	Per Item or Variable

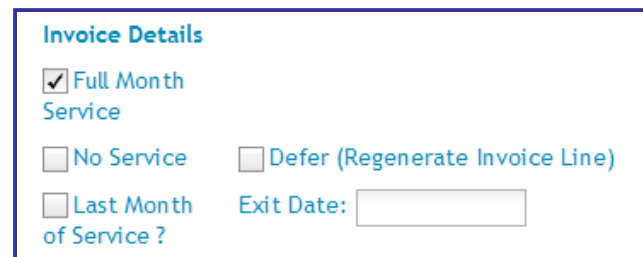
Invoices

Monthly Check Box Calendar

The check box calendar type has boxes that are selected with a cursor and are filled with a check mark.

1. Place your cursor in the check box.
2. Click on the check box.
3. A check mark will appear selecting the appropriate day.
4. To populate all days of the month click SELECT ALL button.
5. To unselect all days of the month, click the DE-SELECT ALL button.
6. Click the UPDATE or UPDATE NEXT button to save your changes.

TIP: On the right side of the screen you can mark an invoice line as Full Month of Service, No Service, Defer, or Last Month of Service.




The screenshot shows a form titled "Invoice Details" with the following options and fields:
































- Full Month Service
- No Service
- Last Month of Service ?
- Defer (Regenerate Invoice Line)
- Exit Date:

Invoices

Monthly Check Box Calendar

August 2010



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
 1 <input checked="" type="checkbox"/>	 2 <input checked="" type="checkbox"/>	 3 <input type="checkbox"/>	 4 <input type="checkbox"/>	 5 <input type="checkbox"/>	 6 <input type="checkbox"/>	 7 <input type="checkbox"/>
 8 <input type="checkbox"/>	 9 <input type="checkbox"/>	 10 <input type="checkbox"/>	 11 <input type="checkbox"/>	 12 <input type="checkbox"/>	 13 <input type="checkbox"/>	 14 <input type="checkbox"/>
 15 <input type="checkbox"/>	 16 <input type="checkbox"/>	 17 <input type="checkbox"/>	 18 <input type="checkbox"/>	 19 <input type="checkbox"/>	 20 <input type="checkbox"/>	 21 <input type="checkbox"/>
 22 <input type="checkbox"/>	 23 <input type="checkbox"/>	 24 <input type="checkbox"/>	 25 <input type="checkbox"/>	 26 <input type="checkbox"/>	 27 <input type="checkbox"/>	 28 <input type="checkbox"/>
 29 <input type="checkbox"/>	 30 <input type="checkbox"/>	 31 <input type="checkbox"/>				

TIP: Click the blue circle icon to enter an absence reason. Click the blue icon above this box to select an absence reason for the entire month.

Click the select all or de-select all buttons to select or de-select all days.

Click the checkbox to select a day and populate the box with a check mark.

Invoices

Monthly Checkbox Calendar Absences and Absence Reasons

On the Checkbox type calendar you have the option of entering an absence for consumers. You must be viewing the invoice detail line in the EDIT/UPDATE mode.

1. Click on the Blue Circle “i” icon. TIP: To apply an absence reason to the entire month make sure you select the icon at the top of the calendar. To apply an absence reason to individual day make sure to choose the icon on the day you would like to report the absence.
2. Select an absence reason from the drop down menu. Click OK.
3. The Blue Circle “i” icons will turn into blue stars for all days with reported absences. Click the UPDATE button to save changes.

Click this icon to report a consumer absence.



After the absence is reported the circle will change into a star.



eBilling Redesign - Windows Internet Explorer
 http://158.96.177.125/invoices/attendancecalendar

eBilling system | Your selected service provider is: FHAR-HAMLET STREET HOUSE (H12145) | Help | Logout

Home | Invoices | Payments | Reports

Invoice | Invoice History | Invoice XML Upload | User: mholland

Consumer Name: [redacted] UCI #: [redacted] Invoice #/Line #: 0601810 / 1
 Authorization #: 11301265 Service Code: 915 - RES FAC ADULTS-50 Service Subcode: L4B
 Auth Dates: 08/01/10 - 07/31/13 Units Type: MONTHLY Invoice Date: 2010-10-28

November 2010 [Info] [Select All] [De-Select All]

Invoice Details
 Full Month Service
 No Service
 Defer (Regenerate Invoice Line)
 Last Month of Service?
 Ext Date: []

Received Revenue Details
 1 / 4 Days
 3068.810
 \$ 3068.81
 -: 0.00
 -: 0.00
 -: 0.00
 Total Received Revenue: \$0.00
 Net Amount: \$ 3068.81
 Overage Reason: []

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	[Info] 1 <input checked="" type="checkbox"/>	[Info] 2 <input checked="" type="checkbox"/>	[Info] 3	[Info] 4	[Info] 5	[Info] 6 <input type="checkbox"/>
[Info] 7 <input type="checkbox"/>	[Info] 8 <input type="checkbox"/>	[Info] 9 <input type="checkbox"/>	[Info] 10	[Info] 11	[Info] 12	[Info] 13 <input type="checkbox"/>
[Info] 14 <input type="checkbox"/>	[Info] 15 <input type="checkbox"/>	[Info] 16 <input type="checkbox"/>	[Info] 17	[Info] 18	[Info] 19	[Info] 20 <input type="checkbox"/>
[Info] 21 <input type="checkbox"/>	[Info] 22 <input type="checkbox"/>	[Info] 23 <input type="checkbox"/>	[Info] 24	[Info] 25	[Info] 26	[Info] 27 <input type="checkbox"/>
[Info] 28 <input type="checkbox"/>	[Info] 29 <input type="checkbox"/>	[Info] 30				

Additional Information
 Select an option and click ok to populate the entire calendar.
 Absence Reason: []
 [Ok]
 Absent
 Facility Closed
 Hospitalized
 Jail
 Paid Holiday
 Vacation

[Update] [Update-Next] [Close]

Done | Internet | 100%

eBilling Redesign - Windows Internet Explorer
 http://158.96.177.125/invoices/attendancecalendar?invoiceid=368938&invoiceid=24398&updateMode=Y&status=0&errmsg=

eBilling system | Your selected service provider is: FHAR-HAMLET STREET HOUSE (H12145) | Help | Logout

Home | Invoices | Payments | Reports

Invoice | Invoice History | Invoice XML Upload | User: mholland

Authorization #: 11301265 | Service Code: 915 - RES FAC ADULTS-50 | Service Subcode: L4B
 Auth Dates: 08/01/10 - 07/31/13 | Units Type: MONTHLY | Invoice Date: 2010-10-28

November 2010

Select All | De-Select All

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 <input checked="" type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input checked="" type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input checked="" type="checkbox"/>	6 <input type="checkbox"/>
7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input checked="" type="checkbox"/>	11 <input checked="" type="checkbox"/>	12 <input checked="" type="checkbox"/>	13 <input checked="" type="checkbox"/>
14 <input checked="" type="checkbox"/>	15 <input checked="" type="checkbox"/>	16 <input checked="" type="checkbox"/>	17 <input checked="" type="checkbox"/>	18 <input checked="" type="checkbox"/>	19 <input checked="" type="checkbox"/>	20 <input checked="" type="checkbox"/>
21 <input checked="" type="checkbox"/>	22 <input checked="" type="checkbox"/>	23 <input checked="" type="checkbox"/>	24 <input checked="" type="checkbox"/>	25 <input checked="" type="checkbox"/>	26 <input checked="" type="checkbox"/>	27 <input checked="" type="checkbox"/>
28 <input checked="" type="checkbox"/>	29 <input checked="" type="checkbox"/>	30 <input checked="" type="checkbox"/>				

★

Invoice Details

Full Month Service

No Service Defer (Regenerate Invoice Line)

Last Month of Service? Exit Date:

Invoice Line Summary

Total Units: / Days
**Pro-ration will occur if full month checkbox and sufficient days not selected.*

Unit Rate: 3068.810

Gross Amount: \$

Received Revenue Details

:- 0.00

:- 0.00

:- 0.00

Total Received Revenue: \$0.00

Net Amount: \$

**Pro-ration will occur if full month checkbox and sufficient days not selected.*

Overage Reason:

Update | Update-Next | Close

Invoices

Monthly Check Box Calendar

In the following cases the payment will need to be prorated:

- ✓ The authorization starts or stops mid-month
- ✓ The last exit date is prior to the last day of the month
- ✓ The consumer is absent from the facility greater than fourteen days during the month.

NOTE: For residential services, if a consumer exits the facility during the month, please enter the last night of service as the exit date.

A prorated payment will show as zero and Alta Regional Center will calculate the payment based on attendance.

Invoice Details

Full Month Service

No Service Defer (Regenerate Invoice Line)

Last Month of Service? Exit Date:

Invoice Line Summary

Total Units: / Days

*Pro-ration will occur if full month checkbox and sufficient days not selected.

Unit Rate: 5033.060

Gross Amount: \$

Received Revenue Details

-: 0.00

-: 0.00

-: 0.00

Total Received Revenue: \$0.00

Net Amount: \$

*Pro-ration will occur if full month checkbox and sufficient days not selected.

Overage Reason:

Invoices

Units Calendar

The unit type calendar has boxes that will accept unit of service entries to record attendance.

1. Place your cursor in the unit box.
2. Enter the number of units. You may enter a number with up to two decimal points. **TIP: Break hours into quarter increments (ex. .25, .50, and .75)**
3. To populate all days of the month click the POPULATE ALL button.
4. Select the weekday's only check box if you would like to populate only weekdays (Monday through Friday).
5. Enter the appropriate number of units.
6. Click OK.
7. The calendar will be populated.
8. You can use the mouse or the tab key to move to each unit entry box on the calendar.
9. Enter or edit units directly in the units calendar entry box.
10. Click the UPDATE or UPDATE NEXT button to save your changes.

Invoices

Units Calendar

TIP: Use the TAB key to move from day to day on the calendar.

July 2010

Populate All ▾

Sunday Monday Tuesday Wednesday Thursday Friday

Weekdays Only

Units:

Ok

Place your cursor in the box to directly enter units.

Click the populate all button to populate all days with attendance. Click the Weekdays Only checkbox to populate all days Monday-Friday.

TIP: You can use quarter hour increments to report attendance. 5.25 would be 5 and ¼ hours.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	4	5	6	7	8	9
0.00	5.25	5.75	0.00	0.00	0.00	0.00
			13	14	15	16
0.00	0.00	0.00	0.00	0.00	0.00	0.00
			20	21	22	23
0.00	0.00	0.00	0.00	0.00	0.00	0.00
	25	26	27	28	29	30
0.00	0.00	0.00	0.00	0.00	0.00	0.00
						31
						0.00

Invoices

Units Calendar with In and Out Times and Worker Name

The In and Out calendar type has a date and day for each day of the month, fields to enter the in time, out time, and the worker name. If the unit type is hourly, the units and amounts are automatically calculated; they will populate based on in and out times entered.

TIP: If the units are not hourly, but per session, visit, etc. the units will not automatically calculate, but will need to be manually entered.

1. Click in the In Time field and enter the time in four digit military time format. (ex. 1:15 PM would be 13:15, 9:45 AM would be 09:45, 8:00 AM would be entered as 08:00)
2. Tab or click in the Out Time field and enter the time in military time format.
3. Tab or click in the worker name field and enter the worker's name.
4. Click the UPDATE or UPDATE NEXT button after entering each client's billing information to save your changes.

Invoices

Units Calendar with In and Out Times and Worker Name

Auth Dates: 07/01/10 - 08/20/10

Units Type: HRS-DIR F/F ONLY/MO

TIP: Check Unit Type. If it is hourly, the Units will automatically calculate when the time is entered on the calendar.

July 2010

TIP: You can use quarter hour increments to report attendance. 9:15 AM would be entered as 09:15.

			In Time	Out Time	Amount	Worker Name
			9:15 AM	11:30 AM	43.65	Wendy Worker
			1:00 PM	3:00 PM	38.80	Busy Bee
			9:00 AM	11:00 AM	38.80	Wendy Worker
			9:00 AM	11:00 AM	38.80	Wendy Worker
2010-07-05	Mon	2.00	9:00 AM	11:00 AM	38.80	
2010-07-06	Tue	0	3:30 PM	1845	0.00	
2010-07-07	Wed	2.00	1:00 PM	3:00 PM	38.80	
2010-07-08	Thu	0.00	12:00 AM	12:00 AM	0.00	
2010-07-09	Fri	0.00	12:00 AM	12:00 AM	0.00	
2010-07-10	Sat	0.00	12:00 AM	12:00 AM	0.00	
2010-07-11	Sun	0.00	12:00 AM	12:00 AM	0.00	

Use the tab key to move from the In Time, Out Time, and Worker Name fields. Time needs to be entered in four digit military time (ex. 6:45 PM would be entered as 18:45).

Tip: The Units and Amount fields are automatically calculating.

eBilling Redesign - Windows Internet Explorer
 http://158.96.177.125/invoices/gridcalendar

eBilling system | Your selected service provider is: MAXIM HEALTHCARE SERVICES (HB0018) | Help | Logout

Home | Invoices | Payments | Reports

Invoice | Invoice History | Invoice XML Upload | User: mholland

Grid Calendar Data Entry | Previous | Next | [Icons]

Consumer Name: . UCI #: Invoice #/Line #: 0601517 / 1
 Authorization #: 11299367 Service Code: 742 - LICENSED VOC NURSE Service Subcode: R706
 Auth Dates: 07/01/10 - 04/30/11 Units Type: HRS-DIR F/F ONLY/MO Invoice Date: 2010-10-28

October 2010

Date	Day	Units	In Time	Out Time	Amount	Worker Name
2010-10-01	Fri	3.50	9:45 AM	1:15 PM	99.86	Matt Stone
2010-10-02	Sat	0.00			0.00	
2010-10-03	Sun	0.00			0.00	
2010-10-04	Mon	6.50	8:00 AM	2:30 PM	185.45	Karen Ross
2010-10-05	Tue	0.00	8:15 AM	1545	0.00	
2010-10-06	Wed	0.00			0.00	
2010-10-07	Thu	0.00			0.00	
2010-10-08	Fri	0.00			0.00	
2010-10-09	Sat	0.00			0.00	
2010-10-10	Sun	0.00			0.00	
2010-10-11	Mon	0.00			0.00	
2010-10-12	Tue	0.00			0.00	
2010-10-13	Wed	0.00			0.00	
2010-10-14	Thu	0.00			0.00	
2010-10-15	Fri	0.00			0.00	
2010-10-16	Sat	0.00			0.00	
2010-10-17	Sun	0.00			0.00	
2010-10-18	Mon	0.00			0.00	
2010-10-19	Tue	0.00			0.00	

Invoice Details

No Service Defer (Regenerate Invoice Line)

Last Month of Service? Exit Date:

Invoice Line Summary

Total Units:

Unit Rate: 28.530

Net Amount: \$

Overage Reason:

Update | Update-Next | Close

Done | Internet | 100%

Invoices

Units Purchase Reimbursement calendar type

The one time purchase calendar type allows the entry of purchases.

1. Click on the ADD ROW button.
2. Click in the date field and select the appropriate date of purchase.
3. Tab or click in the units field and enter the appropriate units.
4. Tab or click in the amount field to enter the total amount.
5. Click the UPDATE or UPDATE NEXT button to save your changes.
6. Please be sure to attach your supporting documentation at the invoice detail line level. Attached documents will only be flagged on Alta California Regional Center reports if they are attached to specific invoice detail lines.

TIP: Accidentally add a row? Click the DELETE button to remove it from the list.



Invoices

Units Purchase Reimbursement



#3 Attach supporting documentation to the invoice detail line.

August 2010

Date	Units	Amount	
08/02/10	20.00	\$100.00	
08/26/10	10.00	\$100.00	

#2 Enter the Date, Units, and Amount

Invoice Details

- No Service
- Last Month of Service ?
- Defer (Regenerate Invoice Line)
- Exit Date:

Invoice Line Summary

Total Units:

Total Amount:

The total Units and Amount will automatically populate.

#1 Click the ADD ROW button.

Invoices

How to save time by using buttons!
No Service, Defer, Calendar Template, Add Invoice Lines

Defer

The **DEFER** button will allow you to mark a consumer record as defer. This will indicate that the consumer did receive a service, but the authorization needs to be updated. Accounting will then resend the invoice the following the month. If **DEFER** is applied to the whole invoice, then the whole invoice will be reissued.

No Service

The **NO SERVICE** button allows you to mark a consumer records as having had no service/billable time for the month.

Add Invoice Line

The **ADD INVOICE LINE** button will allow you to add an attendance only (A/O) detail line under a contract. This button will only work for certain service codes if Accounting has enabled this option.

Calendar Template

The **CALENDAR TEMPLATE** button will allow you to apply a calendar template with attendance information to one or more consumer records.

eBilling Redesign - Windows Internet Explorer
 http://158.96.177.125/Invoices/Invoiceview

eBilling system | Your selected service provider is: **EASTER SEALS BAY AREA (H88833)** | Help | Logout

Home | Invoices | Payments | Reports

Invoice | Invoice History | Invoice XML Upload | User: mholland

Service Provider Billing Details

Invoice Number: 0601902 Service Code: 805 - INFANT DEV PROGRAM Service Month/Year: 11/2010
 Invoice Date: 2010-10-28 Total Units Billed: 58.00 Total Amount Billed: 6313.30

Consumer Billing Details Filter All

<input type="checkbox"/>	Line #	Consumer Name	UCI #	SVC Cod	SVC Subco	Auth #	Auth Date	Unit Type	Units Billed	Days Attend	Gross Amount	Net Amoun	No Se	De	Updated Date/Time
<input type="checkbox"/>	1			805	H1:1	11299290	07/01/10 - 11/30/10	HD	4.00	2	435.40	435.40			2010-11-24 13:23:26
<input type="checkbox"/>	2			805	H1:1	11299037	07/01/10 - 03/31/11	HD		0			Y		2010-11-24 01:22:29
<input type="checkbox"/>	3			805	H1:1	11299945	07/01/10 - 04/15/11	HD		0			Y		2010-10-28 11:35:04
<input type="checkbox"/>	4			805	H1:1	11300046	07/01/10 - 11/15/10	HD	0.00	0	0.00	0.00	Y		2010-10-28 11:33:54
<input type="checkbox"/>	5			805	H1:1	11294899	07/01/10 - 12/14/10	HD		0			Y		2010-10-28 11:35:04
<input type="checkbox"/>	6			805	H1:1	11300149	07/01/10 - 03/31/11	HD		0			Y		2010-10-28 11:35:04
<input type="checkbox"/>	7			805	H1:1	11298933	07/01/10 - 12/31/10	HD		0			Y		2010-11-24 01:22:29
<input type="checkbox"/>	8			805	H1:1	11300926	07/01/10 - 11/30/10	HD	4.00	2	435.40	435.40			2010-11-24 13:23:26

Done | Internet | 100%

Defer

No Service

Invoices

Using the No Service or Defer Buttons

1. Click on an invoice EDIT button. You must be in invoice edit/update mode.
2. Select lines you would like to apply the button to by clicking in the check boxes on the left. **TIP: To apply a mass update button to all invoice lines select the top left checkbox that is on the header line. This will mark all the invoice lines for update.**
3. Click on the button (NO SERVICE or DEFER) you would like to use.
4. A flag will appear in the appropriate column.

<input type="checkbox"/>	Lir #	Consumer Name	UCI #	SVC Code	SVC Subc	Auth #	Auth Date	Unit Type	Unit Bill	Days Attend	Gross Amount	Net Amount	No Ser	Def
<input type="checkbox"/>							05/31/12							
<input type="checkbox"/>				35H		11296795	07/01/10 - 09/30/10	H						Y
<input type="checkbox"/>				5H		11301224	07/01/10 - 09/30/10	H					Y	

Click this checkbox to select all invoice lines for update. Otherwise select the checkboxes on the individual consumer lines.

After the records have been updated, they will be marked with the appropriate flags.

Invoices

Using the Calendar Template Checkbox and Units Calendars Only

1. Click on an invoice EDIT button. You must be in edit/update mode.
2. Select lines you would like to apply the button to by clicking in the check boxes on the left.
3. Click on the CALENDAR TEMPLATE button. A window will pop up.
4. Fill out the appropriate calendar with attendance information.
5. Click on APPLY TO ALL to apply the template to all invoices lines.
Select the APPLY TO SELECTED button to update only selected invoice lines. The invoice will be updated.
6. Click the SAVE button to save changes.
7. Click the CLOSE button.
8. All updated invoice lines will have an updated date and time stamp.
9. Individual lines must be updated with absences.

eBilling Redesign - Windows Internet Explorer
 http://158.96.177.125/invoices/calendartemplate/invoiceid/2531/selected/

eBilling system Help

NOTE: You may only update the Calendar Template relevant to the Unit Type for this specific invoice. Templates will not be applied to: 1. Updated invoices lines; 2. Invoice lines requiring review due to overage; 3. Invoices for one-time and in-and-out calendars

Attendance Calendar Template

November 2010 Full Service Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	8	9	10	11	12	13
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	15	16	17	18	19	20
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	22	23	24	25	26	27
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	29	30				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Unit Calendar Template

November 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	0.00	0.00	1.00	0.00	0.00	0.00
7	8	9	10	11	12	13
0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	15	16	17	18	19	20
0.00	0.00	0.00	0.00	0.00	0.00	0.00
21	22	23	24	25	26	27
0.00	0.00	0.00	1.00	0.00	0.00	0.00
28	29	30				
0.00	0.00	0.00				

Done Internet 100%

Invoices

Add Invoice Line

Adding Attendance Only (A/O) Lines Under a Contract Authorization

1. Click on an invoice EDIT button. You must be in edit/update mode.
2. Click the ADD INVOICE LINE button.
3. Select the appropriate calendar type. Click SELECT.
4. Fill out the consumer information.
5. Fill out the calendar attendance information.
6. Click ADD to add the A/O line and save changes.

Consumer Last, First Name:	<input type="text"/>	<input type="text"/>	UCI #:	<input type="text"/>
Authorization #:	<input type="text" value="11304024"/>	SVC Code - Description:	896 - SUPPORTED LIVING SRV	
Authorization Dates:	07/01/10 - 06/30/11		Units Type:	<input type="text" value="M-MONTHLY"/>

You must fill out the consumer name and UCI #. You may also edit the authorization number and sub code.

Invoices

Printing Invoice Details

You can print invoice details from the view only or edit/update modes.
Select the invoice you would like to print.

1. Click the PRINT INVOICE DETAILS button. It is located in the bottom right area of the screen.
2. A pop up window will appear.
3. You are able to view, save, or print the INVOICE DETAIL REPORT
4. You are also able to print invoice details for submitted invoices by searching under the Invoice History tab.

Click this icon to
print the report.



Click this icon to save
the report to your
computer.

eBilling Redesign - Windows Internet Explorer
 http://158.96.177.125/invoices/invoiceview

eBilling system | Your selected service provider is: EASTER SEALS BAY AREA (H88833) | Help | Logout

Home | Invoices | Payments | Reports

Invoice | Invoice History | Invoice XML Upload | User: mholland

Service Provider Billing Details

Invoice Number: 0601902 Service Code: 805 - INFANT DEV PROGRAM Service Month/Year: 11/2010
 Invoice Date: 2010-10-28 Total Units Billed: 58.00 Total Amount Billed: 6313.30

Consumer Billing Details Filter All

<input type="checkbox"/>	Line #	Consumer Name	UCI #	SVC Code	SVC Subcode	Auth #	Auth Date	Unit Type	Units Billed	Days Attend	Gross Amount	Net Amount	No Se	De	Updated Date/Time
<input type="checkbox"/>	1			805	H1:1	11299290	07/01/10 - 11/30/10	HD	4.00	2	435.40	435.40			2010-11-24 13:23:26
<input type="checkbox"/>	2	A		805	H1:1	11299037	07/01/10 - 03/31/11	HD		0			Y		2010-11-24 01:22:29
<input type="checkbox"/>	3			805	H1:1	11299945	07/01/10 - 04/15/11	HD		0			Y		2010-10-28 11:35:04
<input type="checkbox"/>	4	C		805	H1:1	11300046	07/01/10 - 11/15/10	HD	0.00	0	0.00	0.00	Y		2010-10-28 11:33:54
<input type="checkbox"/>	5	C		805	H1:1	11294899	07/01/10 - 12/14/10	HD		0			Y		2010-10-28 11:35:04
<input type="checkbox"/>	6	C		805	H1:1	11300149	07/01/10 - 03/31/11	HD		0			Y		2010-10-28 11:35:04
<input type="checkbox"/>	7	C		805	H1:1	11298933	07/01/10 - 12/31/10	HD		0			Y		2010-11-24 01:22:29
<input type="checkbox"/>	8	E		805	H1:1	11300926	07/01/10 - 11/30/10	HD	4.00	2	435.40	435.40			2010-11-24 13:23:26

No Service Defer Calendar Template Add Invoice Line Submit **Print Invoice Details**

Inland Regional Center
Invoice Detail Report

Run Time: 21
 Page : 1

Provider #: H88833 Name: EASTER SEALS BAY AREA
 Address: EARLY INTERVENTION 1:1 HM
 180 GRAND AVENUE, STE 300
 OAKLAND
 CA 94105

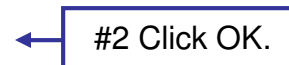
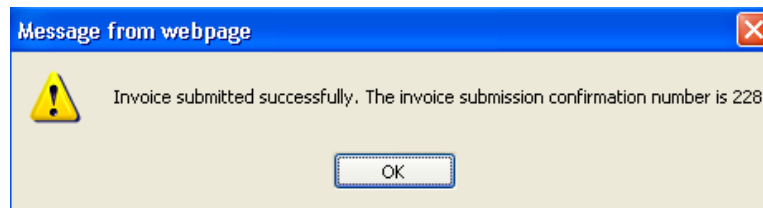
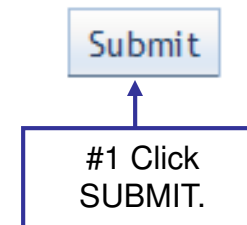
Invoice Date	Invoice #	Service Code	Service Description	Service Mnth/Yr	Total Units	Total Amount
2010-10-28	0601902	805	INFANT DEV PROGRAM	11/2010	58.00	6313.30

Client Name	UCI#	Auth #	Auth Dates	Total Units	Sub-Code	Unit Type	Total Amount
[REDACTED]	[REDACTED]	11299290	07/01/10-11/30/10	4.00	H1:1	HD	435.40
[REDACTED]	[REDACTED]	11299037	07/01/10-03/31/11		H1:1	HD	
[REDACTED]	[REDACTED]	11299945	07/01/10-04/15/11		H1:1	HD	
[REDACTED]	[REDACTED]	11300046	07/01/10-11/15/10	0.00	H1:1	HD	0.00
[REDACTED]	[REDACTED]	11294899	07/01/10-12/14/10		H1:1	HD	
[REDACTED]	[REDACTED]	11300149	07/01/10-03/31/11		H1:1	HD	
[REDACTED]	[REDACTED]	11298933	07/01/10-12/31/10		H1:1	HD	
[REDACTED]	[REDACTED]	11300926	07/01/10-11/30/10	4.00	H1:1	HD	435.40
[REDACTED]	[REDACTED]	11300118	07/01/10-12/31/10	4.00	H1:1	HD	435.40

Invoices

How To Submit an Invoice

1. View the invoice you would like to submit in EDIT/UPDATE mode.
2. Check each invoice line to make sure that it has been updated with the correct information.
3. Scroll down to the bottom of the screen
4. Click the SUBMIT button.
5. A pop up window will appear. Click OK.
6. Your invoice has been submitted.



eBilling Redesign - Windows Internet Explorer
http://158.96.177.125/invoices/invoiceview?invoiceid=2531&updateMode=N&status=0&errmsg=Invoice%20submitted%20successfully.%20The%20invoice%20submission%20confirmation%20number%20is%202531

eBilling system | Your selected service provider is: **EASTER SEALS BAY AREA (H88833)** | Help | Logout

Home | Invoices | Payments | Reports

Invoice | Invoice History | Invoice XML Upload | User: mholland

LOADING

Windows Internet Explorer
! Invoice submitted successfully. The invoice submission confirmation number is 2531
OK

Waiting for http://158.96.177.125/invoices/invoiceview?invoiceid=2531&updateMode=N&status=0&errmsg=Invoice%20submitted%20succes

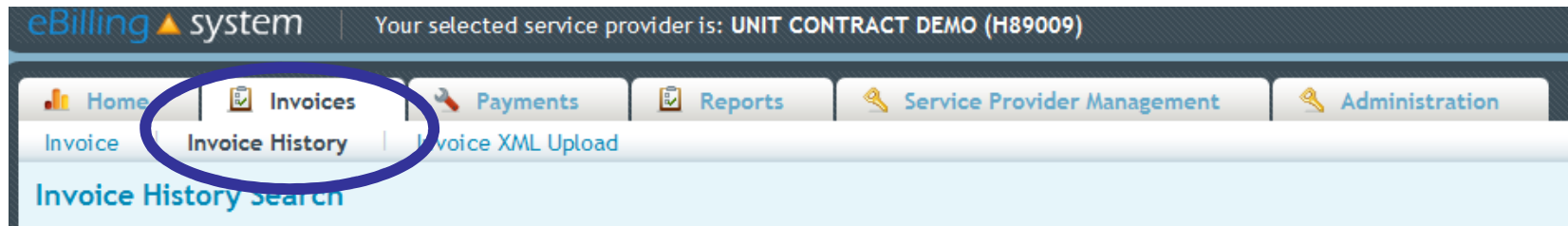
Internet 100%

Invoices

eBilling  system

Invoice History

Brief Description of Invoice History



- ✓ Once your invoice has been submitted you will be able to search for it under the Invoice History sub tab.
- ✓ You must choose an SPN number on the Home tab to view the Invoice History sub tab.
- ✓ You are able to print invoice details from the Invoice History sub tab.

Invoice History Search

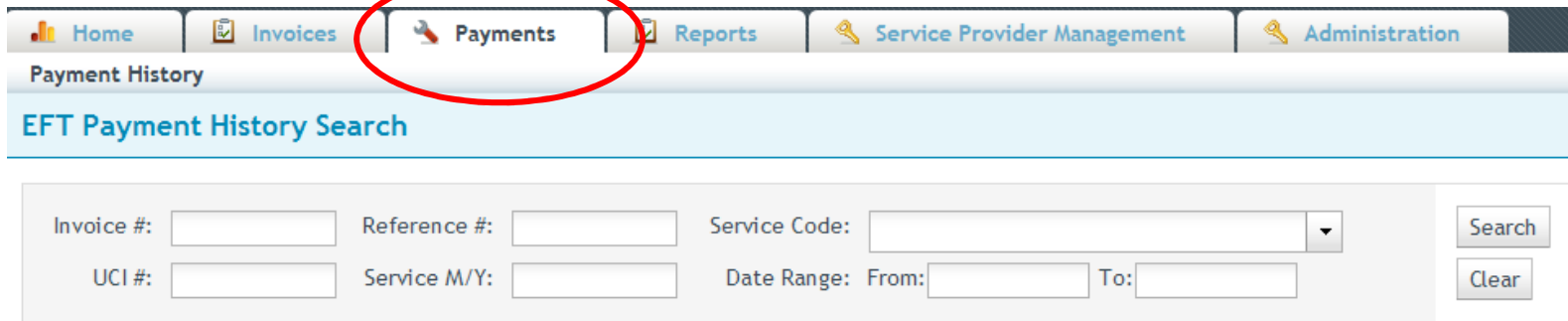
Invoice #: Date Range: Service M/Y From:
 UCI #: Invoice Generation Date To:
 Service Code: Invoice Submission Date

Invoice #	Service Code	Service M/Y	UCI#	Consumer Name	Generated Date	Submitted Date-Time
0606175	805	07/2010			2010-08-16	2010-09-14 00:00:00
0606176	805	08/2010			2010-08-16	2010-09-14 00:00:00
0606390	805	05/2010			2010-08-16	2010-09-14 00:00:00
0606391	805	06/2010			2010-08-16	2010-09-14 00:00:00
0600853	805	07/2010			2010-09-27	2010-11-24 11:05:29
0600854	805	08/2010			2010-09-27	2010-11-24 12:51:14
0601352	805	09/2010			2010-09-29	2010-11-24 12:44:44
0601635	805	10/2010			2010-10-28	2010-11-24 01:18:41
0601902	805	11/2010			2010-10-28	2010-12-21 12:09:50
0602132	805	07/2010			2010-11-05	2010-11-05 03:08:16
0602189	805	08/2010			2010-11-15	2010-11-15 03:49:58
0603293	805	09/2010			2010-11-16	2010-11-18 01:13:45

Payments

Payment History

EFT Payment History Search



The screenshot shows the eBilling system interface. The navigation menu at the top includes Home, Invoices, Payments (highlighted with a red circle), Reports, Service Provider Management, and Administration. Below the navigation menu, the page title is "Payment History" and the sub-header is "EFT Payment History Search". The search form contains the following fields and buttons:

Invoice #:	<input type="text"/>	Reference #:	<input type="text"/>	Service Code:	<input type="text"/>	<input type="button" value="Search"/>	
UCI #:	<input type="text"/>	Service M/Y:	<input type="text"/>	Date Range: From:	<input type="text"/>	To: <input type="text"/>	<input type="button" value="Clear"/>

- ✓ You are able to search EFT Payment History in the same way that you search for available invoices under the Invoices tab. Just choose the Payments tab, enter search criteria, and click the SEARCH button.
- ✓ To view a selected EFT Payment History for an invoice, click anywhere on the invoice line.
- ✓ To create a .CSV file of the Payment History, select the invoice, and click the CREATE CSV button. You can either view the file or save it to your computer.

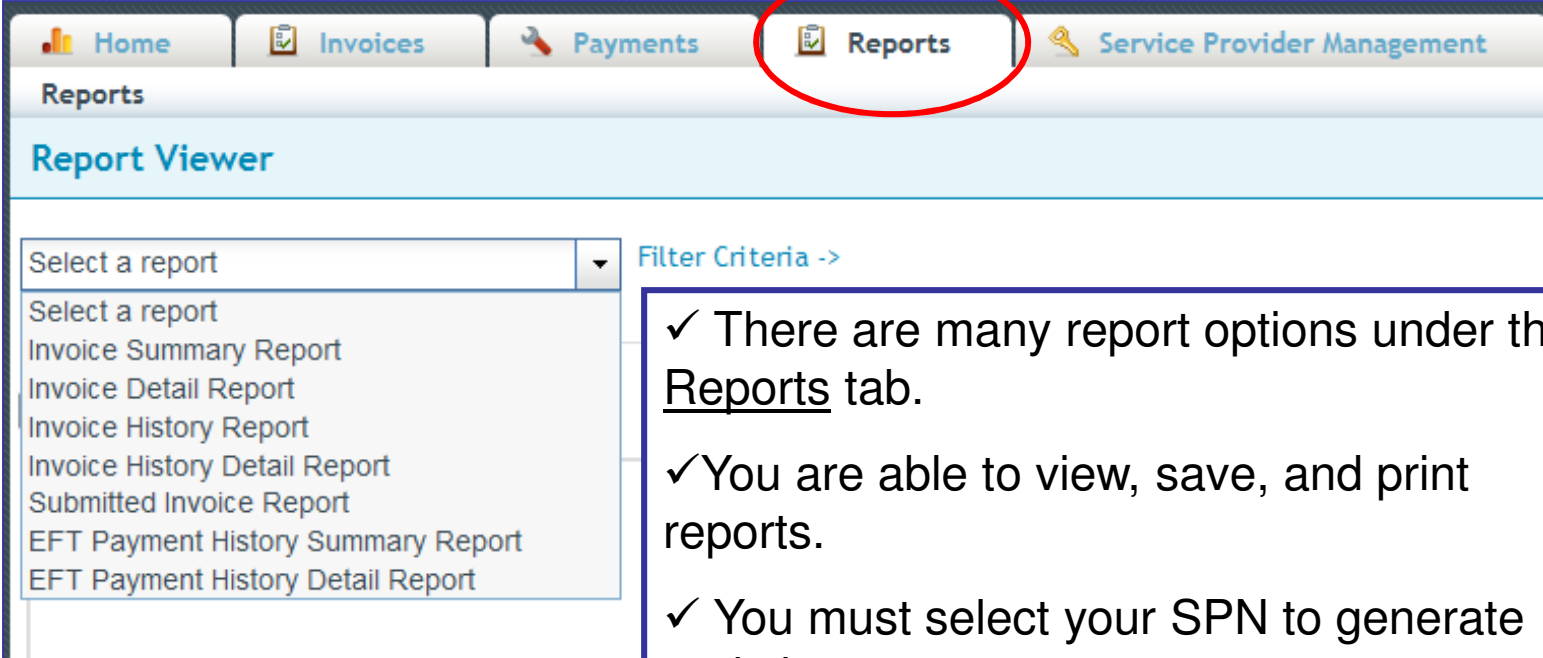
EFT Payment History Search

Invoice #: Reference #: Service Code:
UCI #: Service M/Y: Date Range: From: To:

Reference #	Invoice #	Payment Date	UCI#	Consumer Name	Service Code	Service M/Y	Total Reference Amount
101019965	0618793	2010-12-13			805	10/2010	60166.86
101019965	0618793	2010-12-13			805	10/2010	60166.86
101019965	0618793	2010-12-13			805	10/2010	60166.86
101019965	0618793	2010-12-13			805	10/2010	60166.86
101019965	0618793	2010-12-13			805	10/2010	60166.86
101019965	0618793	2010-12-13			805	10/2010	60166.86
101019965	0618793	2010-12-13			805	10/2010	60166.86

Reports

Overview



Home Invoices Payments **Reports** Service Provider Management

Reports

Report Viewer

Select a report Filter Criteria ->

- Select a report
- Invoice Summary Report
- Invoice Detail Report
- Invoice History Report
- Invoice History Detail Report
- Submitted Invoice Report
- EFT Payment History Summary Report
- EFT Payment History Detail Report

- ✓ There are many report options under the Reports tab.
- ✓ You are able to view, save, and print reports.
- ✓ You must select your SPN to generate and view reports.

Reports

How to Generate a Report

1. Click the Reports tab. (Make sure you have selected the appropriate SPN).
2. Choose a report from the drop down menu on the left.
3. Enter the appropriate search criteria on the right hand side of the screen. (The search criteria will changed depending upon the report you've selected).
4. Click SUBMIT.

Invoice Detail Report	▼
Select a report	
Invoice Summary Report	
Invoice Detail Report	
Invoice History Report	
Invoice History Detail Report	
Submitted Invoice Report	
EFT Payment History Summary Report	
EFT Payment History Detail Report	

Invoice#:	<input type="text"/>
Invoice Date:	<input type="text"/>
UCI#:	<input type="text" value="5555555"/>
Service M/Y:	<input type="text"/>
Service Code:	<input type="text"/>

#1 Choose Report.

#2 Enter Search Criteria.

#3 Click Submit.

eBilling Redesign - Windows Internet Explorer
http://158.96.177.125/reports/report

eBilling system | Your selected service provider is: EASTER SEALS BAY AREA (H88833) | Help | Logout

Home | Invoices | Payments | Reports

Reports | User: mholland

Report Viewer

EFT Payment History Summary Report | Filter Criteria -> | SPN: H88833-EASTER SEALS BAY AREA | Payment Date:

[Open in a new window](#)

Report Area

To view a report:

1. Select a report above.
2. Complete filter criteria.
3. Click Submit.

Done | Internet | 100%

eBilling Redesign - Windows Internet Explorer
http://158.96.177.125/reports/report

eBilling system | Your selected service provider is: EASTER SEALS BAY AREA (H88833) | Help | Logout

Home | Invoices | Payments | Reports

Reports | User: mholland

Report Viewer

EFT Payment History Summary Report | Filter Criteria -> | SPN: H88833-EASTER SEALS BAY AREA | Payment Date: | Submit | Close

Open in a new window

Inland Regional Center
EFT Payment History Summary Report | Run Time: 2011-01-05 11:11:53 | Page : 1

Provider #: H88833 | Name: EASTER SEALS BAY AREA
Address: EARLY INTERVENTION 1:1 HM
0

Date	Amount	Reference#
2010-09-06	62098.93	101019383
2010-09-06	62098.93	101019383
2010-12-13	60166.86	101019965
2010-12-13	60166.86	101019965
2010-12-13	60166.86	101019965
2010-12-13	60166.86	101019965
2010-12-13	60166.86	101019965
2010-12-13	60166.86	101019965
2010-12-13	60166.86	101019965
2010-12-13	60166.86	101019965
2010-12-13	60166.86	101019965
2010-12-13	60166.86	101019965
2010-12-13	60166.86	101019965
2010-12-13	60166.86	101019965
2010-12-13	60166.86	101019965
2010-12-13	60166.86	101019965

Done | Internet | 100%

Report Viewer

EFT Payment History Detail Report

Filter Criteria ->

SPN: H88833-EASTER SEALS BAY AREA

Payment Date:

Reference #:

Submit Close

Open in a new window



EFT Payment History Detail Report

Inland Regional Center

Run Time: 2011-01-05 11:22:54

Page : 1

Provider #: H88833

Name: EASTER SEALS BAY AREA
Address: EARLY INTERVENTION 1:1 HM
400 GRAND AVENUE STE 200

Date	Units	Amount	Reference #
2010-08-06	570.50	62098.93	101019383

UCI#	Consumer Name	Auth#	Svc Code	Sub-Code	Service M/Y	Units	Amount	Invoice#	Adj Code	Inv Amt
-----		11300139	805	H1:1	07/2010	1.00	108.85	0602565	00	!
-----		11289027	805	H1:1	07/2010	8.00	870.80	0602565	00	!
-----		11296142	805	H1:1	07/2010	4.00	435.40	0602565	00	!
-----		11299868	805	H1:1	07/2010	5.00	544.25	0602565	00	!
-----		11294899	805	H1:1	07/2010	3.00	326.55	0602565	00	!
-----		11293858	805	H1:1	07/2010	9.00	979.65	0602565	00	!
-----		11298757	805	H1:1	07/2010	6.00	653.10	0602565	00	!
-----		11295310	805	H1:1	07/2010	2.00	217.70	0602565	00	!

Reports

Reports

Viewing and Printing Options

There are several options for viewing your report.

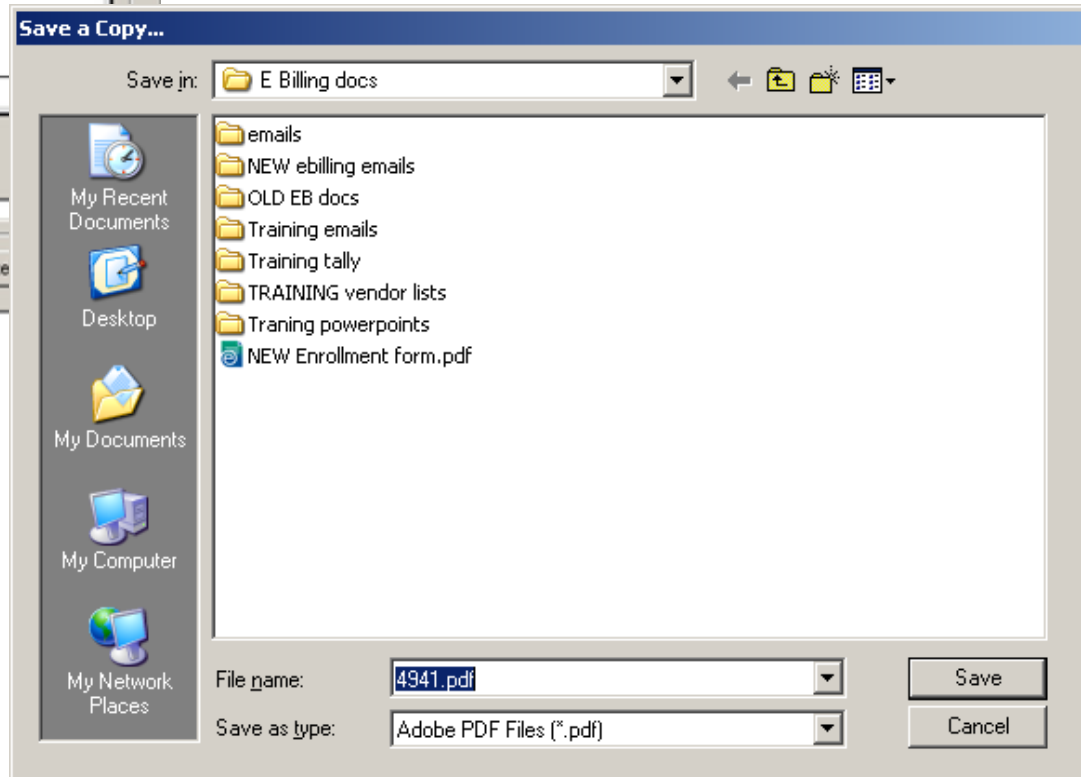
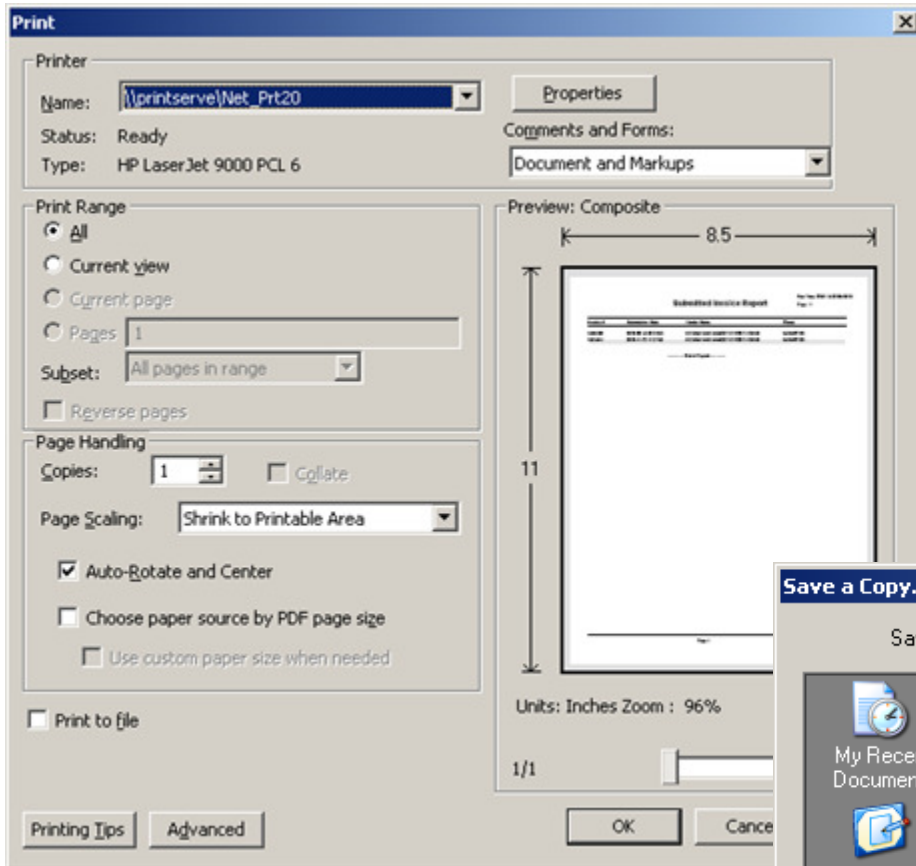
1. You can either print the report or save it to your computer.



2. You can open the report in a new window by clicking the Open in a New Window link that is located on the left side of the screen.



3. You can also use the scrollbar to view the report in the browser window.





Please contact your Alta Regional Center with any additional questions.

Alta Regional Center contact: Shannon Xiong @ (916) 978-6223

Alta Regional Center contact email: Ebiling@altaregional.org