

# **Electronic Billing (EB)**

**Developed by the  
Department of  
Developmental  
Services**

March 2008

# What Is Electronic Billing?

EB is a process that:

- Allows you to complete your invoices on the Internet.
- Allows for automated processing and payment.
- Expedites invoicing by helping you to:
  - Complete invoices more easily and accurately.
  - Receive your payment more reliably.

# Who Can Use EB?

You can use EB:

- If your services are paid on a “unit” rate.
  - This includes hourly or daily rates, per mile rates, etc.
- If you’re paid by contract and have to report attendance.
- If you provide monthly services.

# Overview

This presentation will show you how to:

- Easily access the program using the Internet.
- Select invoices.
- Enter attendance.
- Submit invoices.
- Review the history of payments made and invoices that have been processed.

# Operating Requirements

## System Requirements for EB

- Basic PC equipment
- Internet access
- Microsoft Internet Explorer 5.0 or greater

# User Tips

- Use mouse to select options.
- Use the buttons and links on each page to get from page to page on the website, not the browser's "back arrow".

# How to Access the Site

- Either go to the regional center's main website and click on the EB link or use the special website address that the regional center has given you.
- This demonstration uses Far Northern Regional Center's website as an example, but you will use the website of the regional center for whom you are providing services.

# Regional Center's Home Page

## Far Northern Regional Center

home | site search | email

- home
- Overview
- Services
- Eligibility
- News
- Support Groups
- Web Sites
- Links
- e-mail



**Far Northern Regional Center**  
 P.O. Box 492418  
 Redding, CA  
 (530) 222-4791

**My Life, My Choice**  
 This FNRC web site provides information on healthy

...toward productive and valued lives

### links

- **Art Exhibits** (Updated March 29, 2007)
- **FNRC Talking Web Page**
- **Self-Advocacy Rocks!**
- **My Life, My Choice**
- **Focus Film Festival 2007 - Redding**
- **FNCC Board Packets** (password required)
- **E-Billing And Payment System** (password required)
- **California State Budget Update**
- **Protection And Advocacy, Inc**



Consumers and Service Providers

**Locate and click on the EB link.**

Local S...  
 I recent... decided...  
 ... here at Shasta College (OK, she's my sister, so this was pretty easy) and

### New! Custom Regional Center Search Engine

We've made a new search engine available that will search for topics in all California regional center websites. This allows you to find information on specific topics addressed by every regional center in California. Click on "site search" at the top of any page in our website to access this new search engine

# How to Access the Site (Cont.)



- After clicking on the WEB link, you will receive this message. Click "OK". If you receive other security warnings at this point, refer to the user's manual.

# EB System Main Page

- The EB System main page contains many useful links.
- There are the Billing Program and Billing/Payment History links.
- There may be a link to go to other Regional Centers websites.

Welcome to the Electronic Billing and Payment System For



FAR NORTHERN  
REGIONAL CENTER  
1900 Churn Creek Rd.,  
#319  
Redding, CA 96002  
Phone#: (530) 222-4791  
FAX#: (530) 222-8908

[Service Provider Billing Program](#)  
[Service Provider Billing/Payment History](#)  
[Links to other Regional Centers](#)

[E-mail](#)

**Center News**

VISIT THE FNRC WEB SITE

To View The Latest Service Providers' Newsletter  
To Get Copies Of OHP Forms  
To Read The Latest News On The State Budget

# EB System Main Page (Cont.)

- If you have any EB questions, use the E-mail link to contact the regional center.
- “Center News” is used by the regional center to post items of interest to vendors including billing and due dates.

Welcome to the Electronic Billing and Payment System For



FAR NORTHERN  
REGIONAL CENTER  
1900 Churn Creek Rd.,  
#319  
Redding, CA 96002  
Phone#: (530) 222-4791  
FAX#: (530) 222-8908

[Service Provider Billing Program](#)  
[Service Provider Billing/Payment History](#)  
[Links to other Regional Centers](#)

[E-mail](#)

**Center News**

VISIT THE FNRC WEB SITE

To View The Latest Service Providers' Newsletter  
To Get Copies Of OHP Forms  
To Read The Latest News On The State Budget

# EB System Main Page (Cont.)

- To open and complete the invoices, click on “Service Provider Billing Program”.

Welcome to the Electronic Billing and Payment System For



FAR NORTHERN  
REGIONAL CENTER  
1900 Churn Creek Rd.,  
#319  
Redding, CA 96002  
Phone#: (530) 222-4791  
FAX#: (530) 222-8908

[Service Provider Billing Program](#)  
[Service Provider Billing/Payment History](#)  
[Links to other Regional Centers](#)

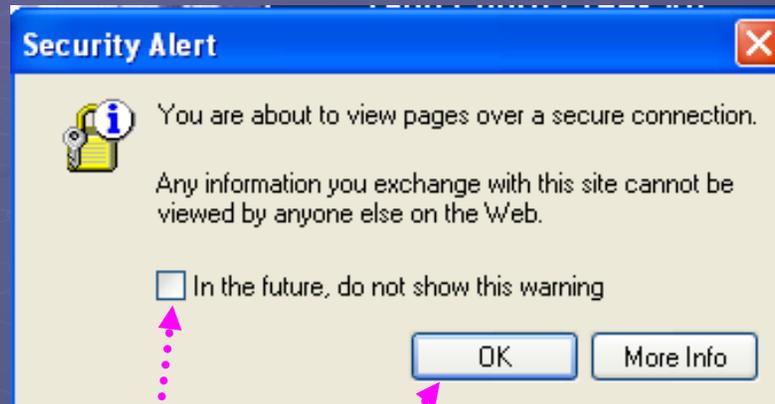
[E-mail](#)

**Center News**

VISIT THE FNRC WEB SITE

To View The Latest Service Providers' Newsletter  
To Get Copies Of OHP Forms  
To Read The Latest News On The State Budget

# EB System Main Page (Cont.)



- After clicking on “Service Provider Billing Program”, you’ll see this “Security Alert”.
- Check this box and the Security Alert will not appear again.
- Press “OK” to continue.

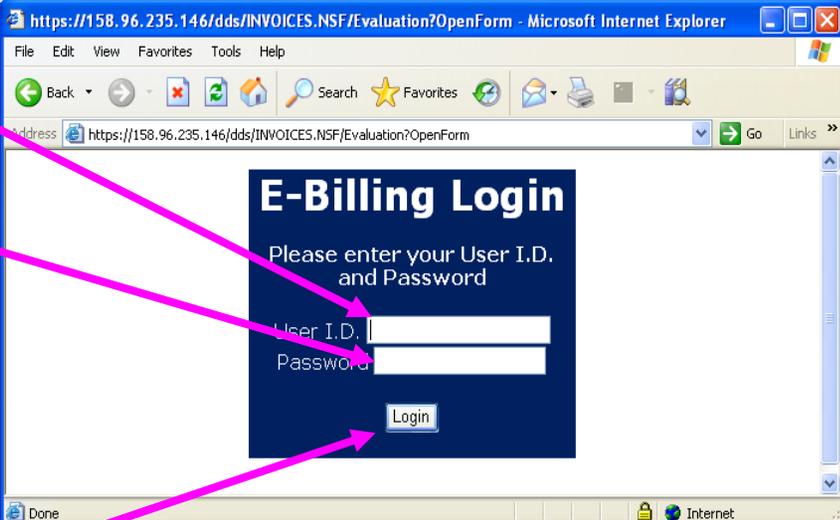
# EB System Main Page (Cont.)



- After clicking “OK”, this “Security Alert” may appear.
- If it does, just click “Yes” to continue.

# E-Billing Login

- Enter the User I.D. and Password that you got from the regional center in these areas.



The screenshot shows a Microsoft Internet Explorer browser window. The address bar displays the URL: <https://158.96.235.146/dds/INVOICES.NSF/Evaluation?OpenForm>. The main content area features a dark blue box with the title "E-Billing Login" in white. Below the title, the text "Please enter your User I.D. and Password" is displayed. There are two white input fields: the top one is labeled "User I.D." and the bottom one is labeled "Password". Below these fields is a white button labeled "Login". Three pink arrows originate from the text in the first bullet point: one points to the "User I.D." field, another points to the "Password" field, and a third points to the "Login" button.

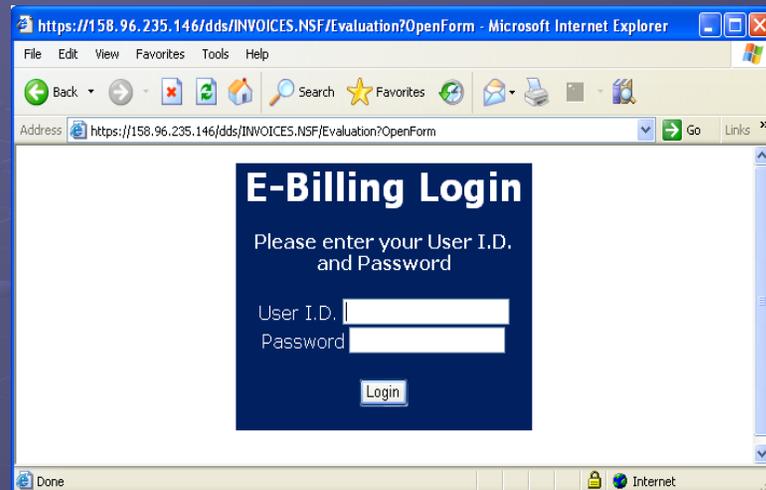
- The “Login” button must be used to proceed.

# I.D. and Password

● If you've entered either the I.D. or Password incorrectly, one of the following will appear:

- The same screen with the I.D. and Password fields blank; or
- An error message saying that a valid I.D. and Password must be entered.

● If you can't move past this screen, contact the regional center.



# Provider Selection Screen

Return to Home

Service Provider No	<input type="text"/>
User Name	jsmith

Log In

- Enter Service Provider (Vendor) No.
  - Since you may have multiple Vendor #s, make sure that the Vendor # you enter matches the consumers whose attendance data you're entering.

# E-Billing Login

Return to Home

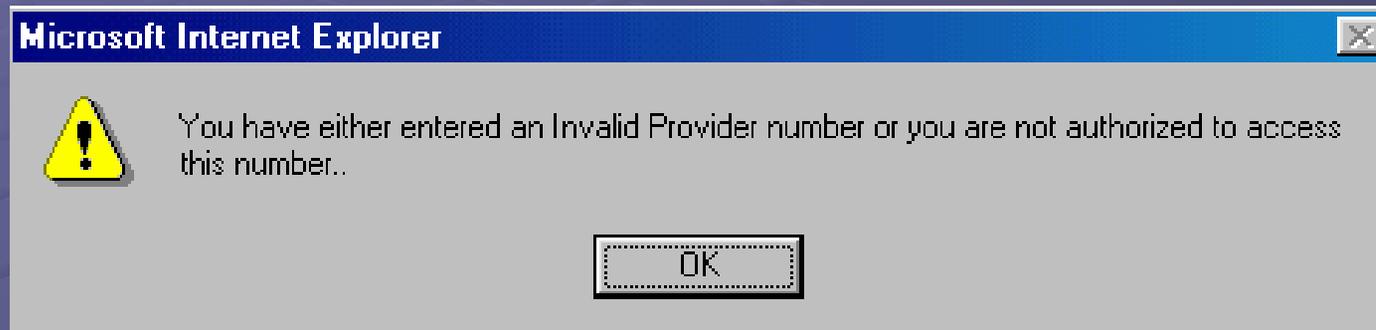
Service Provider No	H12345
User Name	jsmith

Log In

**NOTE:** In this presentation, Service Provider, Provider, and Vendor are used interchangeably.

- You must click the “Log In” button or the invoice will not process correctly.

# E-Billing Login (Cont.)



- If this screen appears you've either entered the wrong provider number or you don't have access.
- If you can't move past this screen, contact the regional center.

# Billing Summary

[Return to Home](#) [Change Provider No](#)

**D D S**

**Service Provider Billing Summary**  
Provider#: **H12345** Name: **Adult Center**  
Address: **1234 Freeport Dr.**  
**Sacramento, CA 91234**

---

Generated Date	Service M/Y	Invoice#	Service Code
05/10/02	04/2002	<a href="#">0123456</a>	510
05/10/02	05/2002	<a href="#">0233546</a>	510
05/10/02	06/2002	<a href="#">0324564</a>	510

- If you've entered all information correctly, this screen will appear.
- This is the Service Provider Billing Summary page.

# Billing Summary (Cont.)

[Return to Home](#) [Change Provider No](#)

**DDS**

**Service Provider Billing Summary**  
Provider#: **H12345** Name: **Adult Center**  
Address: **1234 Freeport Dr.**  
**Sacramento, CA 91234**

---

Generated Date	Service M/Y	Invoice#	Service Code
05/10/02	04/2002	<a href="#">0123456</a>	510
05/10/02	05/2002	<a href="#">0233546</a>	510
05/10/02	06/2002	<a href="#">0324564</a>	510

- The “Return to Home” link will take you to the E-Billing Login Screen.
- The “Change Provider No.” link will take you to the Provider Selection Screen where you can select another vendor number.

# Billing Summary (Cont.)

Vendor Number

Vendor Name

**Service Provider Billing Summary**  
Provider#: **H12345** Name: **Adult Center**  
Address: **1234 Freeport Dr.**  
**Sacramento, CA 91234**

Date Invoice  
was Generated

Vendor Address

Generated Date	Service M/Y	Invoice#	Service Code
05/10/02	04/2002	<a href="#">0123456</a>	510
05/10/02	05/2002	<a href="#">0233546</a>	510
05/10/02	06/2002	<a href="#">0324564</a>	510

Service Month/Year

Invoice #

Service Code

# Invoices

- The regional center puts the invoices on the website according to the regional center's schedule.

<b>Service Provider Billing Summary</b>			
<b>Provider#: H12345</b>		<b>Name: Adult Center</b>	
<b>Address: 1234 Freeport Dr.</b>			
<b>Sacramento, CA 91234</b>			
<b>Generated Date</b>	<b>Service M/Y</b>	<b>Invoice#</b>	<b>Service Code</b>
05/10/02	04/2002	<a href="#">0123456</a>	510
05/10/02	05/2002	<a href="#">0233546</a>	510
05/10/02	06/2002	<a href="#">0324564</a>	510

- Once the invoice is listed on the Service Provider Billing Summary, you can begin entering billing information.

# Invoices (Cont.)

- The invoices are listed in date order by when they were generated.

<b>Service Provider Billing Summary</b>			
<b>Provider#: H12345</b>		<b>Name: Adult Center</b>	
<b>Address: 1234 Freeport Dr.</b>			
<b>Sacramento, CA 91234</b>			
<b>Generated Date</b>	<b>Service M/Y</b>	<b>Invoice#</b>	<b>Service Code</b>
05/10/02	04/2002	<a href="#">0123456</a>	510
05/10/02	05/2002	<a href="#">0233546</a>	510
05/10/02	06/2002	<a href="#">0324564</a>	510

- Only invoices that have not been submitted for payment are listed here.

# Invoices (Cont.)

- If you thought you had completed and submitted an invoice, but it still shows up on the Billing Summary, open and review the invoice to make sure it is complete. If it is complete, try submitting it again.

<b>Service Provider Billing Summary</b>			
<b>Provider#:</b> H12345	<b>Name:</b> Adult Center		
<b>Address:</b> 1234 Freeport Dr. Sacramento, CA 91234			
<b>Generated Date</b>	<b>Service M/Y</b>	<b>Invoice#</b>	<b>Service Code</b>
05/10/02	04/2002	<u>0123456</u>	510
05/10/02	05/2002	<u>0233546</u>	510
05/10/02	06/2002	<u>0324564</u>	510

# Invoices (Cont.)

<b>Service Provider Billing Summary</b>			
<b>Provider#:</b> H12345	<b>Name:</b> Adult Center		
<b>Address:</b> 1234 Freeport Dr. Sacramento, CA 91234			
<b>Generated Date</b>	<b>Service M/Y</b>	<b>Invoice#</b>	<b>Service Code</b>
05/10/02	04/2002	<a href="#">0123456</a>	510
05/10/02	05/2002	<a href="#">0233546</a>	510
05/10/02	06/2002	<a href="#">0324564</a>	510

- Remember, you will **NOT** be paid if an invoice is still listed on the Billing Summary.

# Accessing Invoices

<b>Service Provider Billing Summary</b>			
<b>Provider#:</b> H12345	<b>Name:</b> Adult Center		
<b>Address:</b> 1234 Freeport Dr. Sacramento, CA 91234			
<b>Generated Date</b>	<b>Service M/Y</b>	<b>Invoice#</b>	<b>Service Code</b>
05/10/02	04/2002	<a href="#">0123456</a>	510
05/10/02	05/2002	<a href="#">0233546</a>	510
05/10/02	06/2002	<a href="#">0324564</a>	510

Click on an Invoice # to open the invoice.

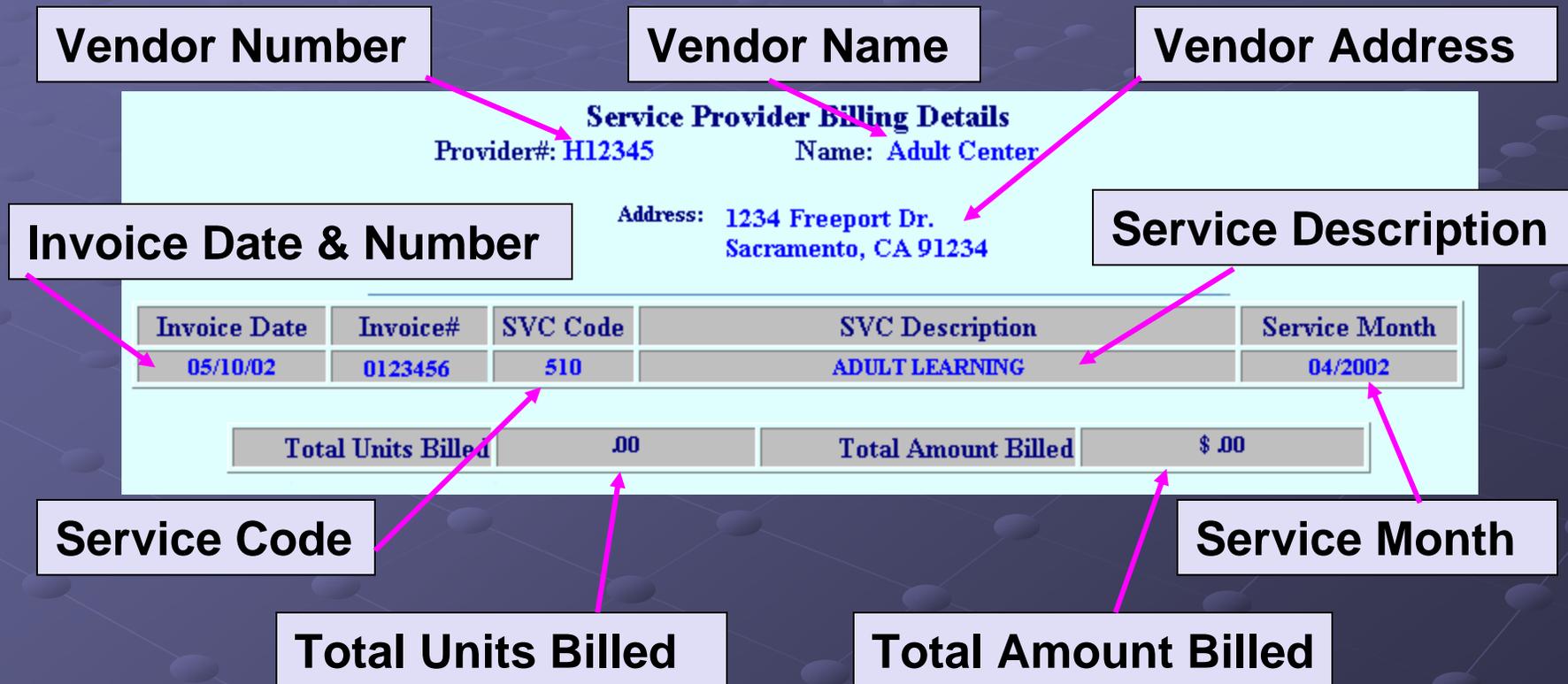
# Billing Details

When an Invoice # is selected, this screen appears.

Service Provider Billing Details							
Provider#: H12345		Name: Adult Center					
Address: 1234 Freeport Dr. Sacramento, CA 91234							
Invoice Date	Invoice#	SVC Code	SVC Description	Service Month			
05/10/02	0123456	510	ADULT LEARNING	04/2002			
Total Units Billed		.00	Total Amount Billed	\$ .00			
Client Name	Client#	Auth#	Authorization Dates	Units Billed	Amounts Billed	Sub Code	Unit Type
SM, JOHN	1234567	00000001	07/01/01 - 06/30/02	.00	\$ .00		D
JO, BETTY	2345671	00000002	07/01/01 - 06/30/02	.00	\$ .00		D
LO, MARY	3456712	00000003	07/01/01 - 06/30/02	.00	\$ .00		D
IA, JOSEPH	4567123	00000004	07/01/01 - 06/30/02	.00	\$ .00		D
PR, KATIE	5671234	00000005	07/01/01 - 06/30/02	.00	\$ .00		D
IN, SANDY	6712345	00000006	07/01/01 - 06/30/02	.00	\$ .00		D
LU, BOB	7123456	00000007	07/01/01 - 06/30/02	.00	\$ .00		D
AN, THOMAS	1345672	00000008	07/01/01 - 06/30/02	.00	\$ .00		D
BU, ANNE	1456723	00000009	07/01/01 - 06/30/02	.00	\$ .00		D
HA, DONALD	1567234	00000010	07/01/01 - 06/30/02	.00	\$ .00		D
				.00	\$ .00		

The Service Provider Billing Details screen has much of the same information as the paper invoice sent out by regional centers.

# Billing Details (Cont.)



# Billing Details (Cont.)

<u>Client Name</u>	<u>Client#</u>	<u>Auth#</u>	<u>Authorization Dates</u>	<u>Units Billed</u>	<u>Amounts Billed</u>	<u>Sub Code</u>	<u>Unit Type</u>
<a href="#">SM, JOHN</a>	<a href="#">1234567</a>	<a href="#">00000001</a>	07/01/01 - 06/30/02	.00	\$ .00		D
● <a href="#">JO, BETTY</a>	<a href="#">2345671</a>	<a href="#">00000002</a>	07/01/01 - 06/30/02	.00	\$ .00		D
● <a href="#">LO, MARY</a>	<a href="#">3456712</a>	<a href="#">00000003</a>	07/01/01 - 06/30/02	.00	\$ .00		D
● <a href="#">IA, JOSEPH</a>	<a href="#">4567123</a>	<a href="#">00000004</a>	07/01/01 - 06/30/02	.00	\$ .00		D

- The bottom portion of the Billing Details screen contains the Client Name, Client #, Auth (Authorization) #, Authorization Dates, Units Billed, Amounts Billed, Sub Code, and Unit Type.
- While on this page, you will not be able to change any information.

# Billing Details (Cont.)

<u>Client Name</u>	<u>Client#</u>	<u>Auth#</u>	<u>Authorization Dates</u>	<u>Units Billed</u>	<u>Amounts Billed</u>	<u>Sub Code</u>	<u>Unit Type</u>
<a href="#">SM,JOHN</a>	<a href="#">1234567</a>	<a href="#">00000001</a>	07/01/01 - 06/30/02	.00	\$ .00		D
● <a href="#">JO,BETTY</a>	<a href="#">2345671</a>	<a href="#">00000002</a>	07/01/01 - 06/30/02	.00	\$ .00		D
● <a href="#">LO,MARY</a>	<a href="#">3456712</a>	<a href="#">00000003</a>	07/01/01 - 06/30/02	.00	\$ .00		D
● <a href="#">IA,JOSEPH</a>	<a href="#">4567123</a>	<a href="#">00000004</a>	07/01/01 - 06/30/02	.00	\$ .00		D

- The Client Name, Client #, Auth #, Authorization Dates, Sub Code, and Unit Type are added by the regional center. If you have new consumer information that needs to be added, you must contact the regional center.

# Billing Details (Cont.)

<u>Client Name</u>	<u>Client#</u>	<u>Auth#</u>	<u>Authorization Dates</u>	<u>Units Billed</u>	<u>Amounts Billed</u>	<u>Sub Code</u>	<u>Unit Type</u>
<a href="#">SM, JOHN</a>	<a href="#">1234567</a>	<a href="#">00000001</a>	07/01/01 - 06/30/02	.00	\$ .00		D
● <a href="#">JO, BETTY</a>	<a href="#">2345671</a>	<a href="#">00000002</a>	07/01/01 - 06/30/02	.00	\$ .00		D
● <a href="#">LO, MARY</a>	<a href="#">3456712</a>	<a href="#">00000003</a>	07/01/01 - 06/30/02	.00	\$ .00		D
● <a href="#">IA, JOSEPH</a>	<a href="#">4567123</a>	<a href="#">00000004</a>	07/01/01 - 06/30/02	.00	\$ .00		D
● <a href="#">PR, KATIE</a>	<a href="#">5671234</a>	<a href="#">00000005</a>	07/01/01 - 06/30/02	.00	\$ .00		D
● <a href="#">IN, SANDY</a>	<a href="#">6712345</a>	<a href="#">00000006</a>	07/01/01 - 06/30/02	.00	\$ .00		D
● <a href="#">LU, BOB</a>	<a href="#">7123456</a>	<a href="#">00000007</a>	07/01/01 - 06/30/02	.00	\$ .00		D
● <a href="#">AN, THOMAS</a>	<a href="#">1345672</a>	<a href="#">00000008</a>	07/01/01 - 06/30/02	.00	\$ .00		D
● <a href="#">BU, ANNE</a>	<a href="#">1456723</a>	<a href="#">00000009</a>	07/01/01 - 06/30/02	.00	\$ .00		D
● <a href="#">HA, DONALD</a>	<a href="#">1567234</a>	<a href="#">00000010</a>	07/01/01 - 06/30/02	.00	\$ .00		D
				.00	\$ .00		

- Once you've added consumer billing data on the following screens, the Units Billed and Amounts Billed on this page will automatically update to reflect any additions or changes and the amounts will be totaled on the bottom line.

# Billing Details (Cont.)

<u>Client Name</u>	<u>Client#</u>	<u>Auth#</u>	<u>Authorization Dates</u>	<u>Units Billed</u>	<u>Amounts Billed</u>	<u>Sub Code</u>	<u>Unit Type</u>
<u>SM, JOHN</u>	<u>1234567</u>	<u>00000001</u>	<u>07/01/01 - 06/30/02</u>	<u>.00</u>	<u>\$ .00</u>		<u>D</u>
 <u>JO, BETTY</u>	<u>2345671</u>	<u>00000002</u>	<u>07/01/01 - 06/30/02</u>	<u>.00</u>	<u>\$ .00</u>		<u>D</u>
 <u>LO, MARY</u>	<u>3456712</u>	<u>00000003</u>	<u>07/01/01 - 06/30/02</u>	<u>.00</u>	<u>\$ .00</u>		<u>D</u>
 <u>IA, JOSEPH</u>	<u>4567123</u>	<u>00000004</u>	<u>07/01/01 - 06/30/02</u>	<u>.00</u>	<u>\$ .00</u>		<u>D</u>
 <u>PR, KATIE</u>	<u>5671234</u>	<u>00000005</u>	<u>07/01/01 - 06/30/02</u>	<u>.00</u>	<u>\$ .00</u>		<u>D</u>

Two important things to note:

- A red ball  indicates the consumer's attendance information has NOT been completed.
- For security purposes, only the first two letters of the consumer's last name appear on this page.

# Consumer Billing Screen

<u>Client Name</u>	<u>Client#</u>	<u>Auth#</u>	<u>Authorization Dates</u>	<u>Units Billed</u>	<u>Amounts Billed</u>	<u>Sub Code</u>	<u>Unit Type</u>
<a href="#">SM, JOHN</a>	<a href="#">1234567</a>	<a href="#">00000001</a>	07/01/01 - 06/30/02	.00	\$ .00		D
● <a href="#">JO, BITTY</a>	<a href="#">2345671</a>	<a href="#">00000002</a>	07/01/01 - 06/30/02	.00	\$ .00		D
● <a href="#">LO, MARY</a>	<a href="#">3456712</a>	<a href="#">00000003</a>	07/01/01 - 06/30/02	.00	\$ .00		D
● <a href="#">IA, JOSEPH</a>	<a href="#">4567123</a>	<a href="#">00000004</a>	07/01/01 - 06/30/02	.00	\$ .00		D
● <a href="#">PR, KATE</a>	<a href="#">5671234</a>	<a href="#">00000005</a>	07/01/01 - 06/30/02	.00	\$ .00		D

Click on the consumer's name to go to the billing screen for that consumer.

# Consumer Billing Screen (Cont.)

## Units Calendar

[Return to Service Provider Billing Details](#)
[Skip](#)
[Verify/Calculate](#)
[Calculate/Next](#)

**Provider #:** H12345      **Name:** Adult Center

<b>Client#</b> 1234567	<b>Authorization Dates</b>	<b>Unit Type D</b>	<b>Svc #</b> 510
<b>Client Name</b> SM, JOHN	07/01/01 --06/30/02	<b>Inv Date</b> 05/10/02	<b>SVC Description</b> ADULT LEARNING
<b>Auth</b> 00000001		<b>Inv#</b> 0123456	<b>Sub</b>

**Calendar for Service Month of - 04/2002**

Tue				01	08	15	22	29
				0.00	0.00	0.00	0.00	0.00
Wed				02	09	16	23	30
				0.00	0.00	0.00	0.00	0.00
Thu				03	10	17	24	31
				0.00	0.00	0.00	0.00	0.00
Fri				04	11	18	25	
				0.00	0.00	0.00	0.00	
Sat				05	12	19	26	
				0.00	0.00	0.00	0.00	
Sun				06	13	20	27	
				0.00	0.00	0.00	0.00	
Mon				07	14	21	28	
				0.00	0.00	0.00	0.00	

<b>Received Revenue</b>	\$ .00	\$ .00	\$ .00
<b>Total Units</b> .00		<b>Rate</b> \$ 48.810	<b>Total Amount</b> \$ .00

# Consumer Billing Screen (Cont.)

## Monthly Calendar

[Return to Service Provider Billing Details](#)
[Skip](#)
[Verify/Calculate](#)
[Calculate/Next](#)

**Provider #:** H12345      **Name:** Adult Center

**Full Month Service:**  Yes  No      **Inpatient Approved Absence:**  Yes  No

<b>Client#</b> 1234567	<b>Authorization Dates</b>	<b>Unit Type</b> M	<b>Svc</b> 880
<b>Client Name</b> SM, JOHN	07/01/01 -- 06/30/02	<b>Inv Date</b> 05/10/02	<b>SVC Description</b> TRANS ADDITIONAL COM
<b>Auth</b> 00000001		<b>Inv#</b> 0123456	<b>Sub</b>

**Calendar for Service Month of - 04/2002**

Tue					01	<input type="checkbox"/>	08	<input type="checkbox"/>	15	<input type="checkbox"/>	22	<input type="checkbox"/>	29	<input type="checkbox"/>
Wed					02	<input type="checkbox"/>	09	<input type="checkbox"/>	16	<input type="checkbox"/>	23	<input type="checkbox"/>	30	<input type="checkbox"/>
Thu					03	<input type="checkbox"/>	10	<input type="checkbox"/>	17	<input type="checkbox"/>	24	<input type="checkbox"/>	31	<input type="checkbox"/>
Fri					04	<input type="checkbox"/>	11	<input type="checkbox"/>	18	<input type="checkbox"/>	25	<input type="checkbox"/>		
Sat					05	<input type="checkbox"/>	12	<input type="checkbox"/>	19	<input type="checkbox"/>	26	<input type="checkbox"/>		
Sun					06	<input type="checkbox"/>	13	<input type="checkbox"/>	20	<input type="checkbox"/>	27	<input type="checkbox"/>		
Mon					07	<input type="checkbox"/>	14	<input type="checkbox"/>	21	<input type="checkbox"/>	28	<input type="checkbox"/>		

<b>Received Revenue</b>	\$ .00	\$ .00	\$ .00
<b>Total Units</b> .00		<b>Rate</b> \$ 48.810	<b>Total Amount</b> \$ .00

# Consumer Billing Screen (Cont.)

The screenshot shows a web interface for consumer billing. At the top, there are four navigation buttons: "Return to Service Provider Billing Details" (with a circular arrow icon), "Skip" (with a right-pointing arrow icon), "Verify/Calculate" (with a calculator icon), and "Calculate/Next" (with a right-pointing arrow icon). Below these buttons, the screen displays "Provider #: H12345" and "Name: Adult Center". A button labeled "No Service" is positioned below the name. At the bottom, there are four data fields: "Client# 1234567", "Authorization Dates", "Unit Type D", and "Svc # 510". Two pink dotted arrows originate from the "No Service" button; one points to the "Return to Service Provider Billing Details" link, and the other points to the "Skip" link.

- Clicking on the “Return to Service Provider Billing Details” link will return you to the details screen.
- If you’re not ready to input data for a specific consumer, select the “skip” link.
  - This option will **NOT** process the attendance information for that consumer.
  - If you skip a consumer and fail to go back and enter the attendance information, a  will show on the “Invoice Detail Screen” to indicate that the attendance information has not been completed.

# Consumer Billing Screen (Cont.)

[Return to Service Provider Billing Details](#) [Skip](#) [Verify/Calculate](#) [Calculate/Next](#)

Provider #: **HI2345** Name: **Adult Center**  
**No Service**

Client# 1234567	Authorization Dates	Unit Type D	Svc # 510
Client Name SM, JOHN	07/01/01--06/30/02	Inv Date 05/10/02	SVC Description ADULT LEARNING
Auth 00000001		Inv# 0123456	Sub
Received Revenue	\$ .00	\$ .00	\$ .00
Total Units .00		Rate \$ 48.810	Total Amount \$ .00

**Calculate**

- “Verify/Calculate” and “Calculate” adds up the total and you will still be on the same screen.
- “Calculate/Next” adds up the total and opens the next consumer’s billing screen.

# Consumer Billing Screen (Cont.)

[Return to Service Provider Billing Details](#) [Skip](#) [Verify/Calculate](#) [Calculate/Next](#)

Provider #: **HI2345** Name: **Adult Center**

Client# 1234567	Authorization Dates	Unit Type D	Svc # 510
Client Name SM, JOHN	07/01/01--06/30/02	Inv Date 05/10/02	SVC Description ADULT LEARNING
Auth 00000001		Inv# 0123456	Sub

- If the consumer received no service, press the “No Service” button. Unlike the “Skip” link, selecting the “No Service” button **WILL** process the consumer’s attendance information.
  - If you select “No Service” for a consumer, no  will show on the “Invoice Detail Screen” which indicates that the attendance information has been completed.

# Consumer Billing Screen (Cont.)

[Return to Service Provider Billing Details](#) [Skip](#) [Verify/Calculate](#) [Calculate/Next](#)

Provider #: **HI2345** Name: **Adult Center**

Client# 1234567	Authorization Dates	Unit Type D	Svc # 510
Client Name SM, JOHN	07/01/01--06/30/02	Inv Date 05/10/02	SVC Description ADULT LEARNING
Auth 00000001		Inv# 0123456	Sub

- The consumer information (Client #, Client Name, Auth, Authorization Dates, etc.) cannot be changed. Only the regional center can make changes to this information, so contact them if you need changes made.

# Entering Attendance Data

Calendar for Service Month of - 01/2008

Tue				01	08	15	22	29
				0.00	0.00	0.00	0.00	0.00
Wed				02	09	16	23	30
				0.00	0.00	0.00	0.00	0.00
Thu				03	10	17	24	31
				0.00	0.00	0.00	0.00	0.00
Fri				04	11	18	25	
				0.00	0.00	0.00	0.00	
Sat				05	12	19	26	
				0.00	0.00	0.00	0.00	
Sun				06	13	20	27	
				0.00	0.00	0.00	0.00	
Mon				07	14	21	28	
				0.00	0.00	0.00	0.00	

- To enter attendance data, press the “Tab” key to move to the appropriate date. As you tab to different cells, the cell you are in will be highlighted. Enter the number of units (hours, days, or miles) for that day.

# Entering Attendance Data (Cont.)

Calendar for Service Month of - 01/2008												
Tue				01		08		15		22		29
				0.00		0.00		0.00		0.00		0.00
Wed				02		09		16		23		30
				0.00		0.00		0.00		0.00		0.00
Thu				03		10		17		24		31
				0.00		0.00		0.00		0.00		0.00
Fri				04		11		18		25		
				0.00		0.00		0.00		0.00		
Sat				05		12		19		26		
				0.00		0.00		0.00		0.00		
Sun				06		13		20		27		
				0.00		0.00		0.00		0.00		
Mon				07		14		21		28		
				0.00		0.00		0.00		0.00		
<b>Received Revenue</b>				\$ .00		\$ .00		\$ .00				
<b>Total Units</b> .00						<b>Rate</b> \$ 48.810		<b>Total Amount</b> \$ .00				

- Continue entering information until all attendance is entered.
- **NOTE:** Totals are NOT calculated as attendance is entered.

# Entering Attendance Data (Cont.)

Calendar for Service Month of - 01/2008

Tue					01	0.00	08	0.00	15	0.00	22	0.00	29	0.00
Wed					02	0.00	09	0.00	16	0.00	23	0.00	30	0.00
Thu					03	0.00	10	0.00	17	0.00	24	0.00	31	0.00
Fri					04	0.00	11	0.00	18	0.00	25	0.00		
Sat					05	0.00	12	0.00	19	0.00	26	0.00		
Sun					06	0.00	13	0.00	20	0.00	27	0.00		
Mon					07	0.00	14	0.00	21	0.00	28	0.00		

- Enter the appropriate units on the appropriate days.
- If no service was provided for any day, leave the default unit (.00).
- The default unit amount is zero (.00).

# Entering Attendance Data (Cont.)

Calendar for Service Month of - 01/2008

Tue				01	08	15	22	29
				0.00	0.00	0.00	0.00	0.00
Wed				02	09	16	23	30
				0.00	0.00	0.00	0.00	0.00
Thu				03	10	17	24	31
				0.00	0.00	0.00	0.00	0.00
Fri				04	11	18	25	
				0.00	0.00	0.00	0.00	
Sat				05	12	19	26	
				0.00	0.00	0.00	0.00	
Sun				06	13	20	27	
				0.00	0.00	0.00	0.00	
Mon				07	14	21	28	
				0.00	0.00	0.00	0.00	

- All cells must have the number of units, the default value (.00), or a zero (0).
  - Leaving a blank cell will cause an error.
- **NOTE:** Unit amounts can be up to two (2) decimals (i.e., 4.25).

# Entering Attendance Data (Cont.)

This program will calculate the payment for you.

Skip Verify/Calculate Calculate/Next

Name: **Adult Center**

No Service

Client Name SM, JOHN  
Auth 00000001  
Authorization Dates 07/01/01--06/30/02  
Unit Type D  
Inv Date 05/10  
Inv# 0123456

Or, you may select "Calculate/Next" which will calculate the totals and move you to the next consumer.

You may select either "Calculate" or "Verify Calculate" and the totals will appear.

Calendar for Service Month of - 04

15			
0.00			
16			
0.00			
17		24	31
0.00		0.00	0.00
18		25	
0.00		0.00	
19		26	
0.00		0.00	
20		27	
0.00		0.00	
21		28	
0.00		0.00	

Received Revenue	\$ .00	\$ .00	\$ .00
Total Units	.00	Rate \$ 48.810	Total Amount \$ .00

Calculate

# Entering Attendance Data (Cont.)

## ● Remember

- None of the spaces for the number of units can be left blank.
  - Totals are not calculated until one of the “Calculate” buttons is pressed.
  - If one of the “Calculate” buttons is not pressed, the record will not be complete and you will not be able to submit your invoice.
- When the last person’s attendance has been entered, press a “Calculate” button to go on to the Invoice Detail Screen.

# Invoice Detail Screen

[Return to Home](#)
[Submit](#)
[Go to Billing Summary](#)

DDS

## Service Provider Billing Summary

Provider#: H12345      Name: Adult Center  
 Address: 1234 Freeport Dr.  
 Sacramento, CA 91234

Invoice Date	Invoice#	SVC Code	SVC Description	Service Month
05/10/02	0812336	510	ADULT DEVELOPMENT CT	05/2002

Total Units Billed	138.00	Total Amount Billed	\$6,735.78
--------------------	--------	---------------------	------------

<u>Client Name</u>	<u>Client#</u>	<u>Auth#</u>	<u>Authorization Dates</u>	<u>Units Billed</u>	<u>Amounts Billed</u>	<u>Sub Code</u>	<u>Unit Type</u>
<a href="#">SM, JOHN</a>	<a href="#">1234567</a>	<a href="#">00000001</a>	07/01/01 - 06/30/02	20.00	\$976.20		DM
<a href="#">JO, BETTY</a>	<a href="#">2345671</a>	<a href="#">00000002</a>	07/01/01 - 06/30/02	.00	\$0.00		DM
<a href="#">LO, MARY</a>	<a href="#">3456712</a>	<a href="#">00000003</a>	07/01/01 - 06/30/02	15.00	\$732.15		DM
<a href="#">IA, JOSEPH</a>	<a href="#">4567123</a>	<a href="#">00000004</a>	07/01/01 - 06/30/02	17.00	\$829.77		DM
<a href="#">PR, KATIE</a>	<a href="#">5671234</a>	<a href="#">00000005</a>	07/01/01 - 06/30/02	17.00	\$829.77		DM
<a href="#">IN, SANDY</a>	<a href="#">6712345</a>	<a href="#">00000006</a>	07/01/01 - 06/30/02	19.00	\$927.39		DM
<a href="#">LU, BOB</a>	<a href="#">7123456</a>	<a href="#">00000007</a>	07/01/01 - 06/30/02	10.00	\$488.10		DM
<a href="#">AN, THOMAS</a>	<a href="#">1345672</a>	<a href="#">00000008</a>	07/01/01 - 06/30/02	12.00	\$585.72		DM
<a href="#">BU, ANNE</a>	<a href="#">1456723</a>	<a href="#">00000009</a>	07/01/01 - 06/30/02	14.00	\$683.34		DM
<a href="#">HA, DONALD</a>	<a href="#">1567234</a>	<a href="#">00000010</a>	07/01/01 - 06/30/02	14.00	\$683.34		DM
				138.00	\$6,735.78		

# Invoice Detail Screen (Cont.)

<u>Client Name</u>	<u>Client#</u>	<u>Auth#</u>	<u>Authorization Date</u>	<u>Units Billed</u>	<u>Amounts Billed</u>	<u>Sub Code</u>	<u>Unit Type</u>
<a href="#">SM, JOHN</a>	<a href="#">1234567</a>	<a href="#">00000001</a>	07/01/01 - 06/30/02	20.00	\$976.20		DM
<a href="#">JO, BETTY</a>	<a href="#">2345671</a>	<a href="#">00000002</a>	07/01/01 - 06/30/02	.00	\$ .00		DM
<a href="#">LO, MARY</a>	<a href="#">3456712</a>	<a href="#">00000003</a>	07/01/01 - 06/30/02	15.00	\$732.15		DM
<a href="#">IA, JOSEPH</a>	<a href="#">4567123</a>	<a href="#">00000004</a>	07/01/01 - 06/30/02	17.00	\$829.77		DM
<a href="#">PR, KATE</a>	<a href="#">5671234</a>	<a href="#">00000005</a>	07/01/01 - 06/30/02	17.00	\$829.77		DM
<a href="#">IN, SANDY</a>	<a href="#">6712345</a>	<a href="#">00000006</a>	07/01/01 - 06/30/02	19.00	\$927.39		DM
<a href="#">LU, BOB</a>	<a href="#">7123456</a>	<a href="#">00000007</a>	07/01/01 - 06/30/02	10.00	\$488.10		DM
<a href="#">AN, THOMAS</a>	<a href="#">1345672</a>	<a href="#">00000008</a>	07/01/01 - 06/30/02	12.00	\$585.72		DM
<a href="#">BU, ANNE</a>	<a href="#">1456723</a>	<a href="#">00000009</a>	07/01/01 - 06/30/02	14.00	\$683.34		DM
<a href="#">HA, DONALD</a>	<a href="#">1567234</a>	<a href="#">00000010</a>	07/01/01 - 06/30/02	14.00	\$683.34		DM
				138.00	\$6,735.78		

- The Invoice Detail Screen is used to verify that the amounts you've entered are correct.

# Invoice Detail Screen (Cont.)

<u>Client Name</u>	<u>Client#</u>	<u>Auth#</u>	<u>Authorization Dates</u>	<u>Units Billed</u>	<u>Amounts Billed</u>	<u>Sub Code</u>	<u>Unit Type</u>
SM, JOHN	1234567	00000001	07/01/01 - 06/30/02	20.00	\$976.20		DM
• JO, BETTY	2345671	00000002	07/01/01 - 06/30/02	.00	\$ .00		DM
• LO, MARY	3456712	00000003	07/01/01 - 06/30/02	15.00	\$732.15		DM
• IA, JOSEPH	4567123	00000004	07/01/01 - 06/30/02	17.00	\$829.77		DM
• PR, KATIE	5671234	00000005	07/01/01 - 06/30/02	17.00	\$829.77		DM
• IN, SANDY	6712345	00000006	07/01/01 - 06/30/02	19.00	\$927.39		DM
• LU, BOB	7123456	00000007	07/01/01 - 06/30/02	10.00	\$488.10		DM
• AN, THOMAS	1345672	00000008	07/01/01 - 06/30/02	12.00	\$585.72		DM
• BU, ANNE	1456723	00000009	07/01/01 - 06/30/02	14.00	\$683.34		DM
• HA, DONALD	1567234	00000010	07/01/01 - 06/30/02	14.00	\$683.34		DM
				138.00	\$6,735.78		

- If any consumer has been skipped a  will still show up next to their name.
- You cannot submit the invoice until you've completed the attendance or selected "no service" for all consumers.

# Invoice Detail Screen (Cont.)

[Return to Home](#) [Go to Billing Summary](#)

**D D S**

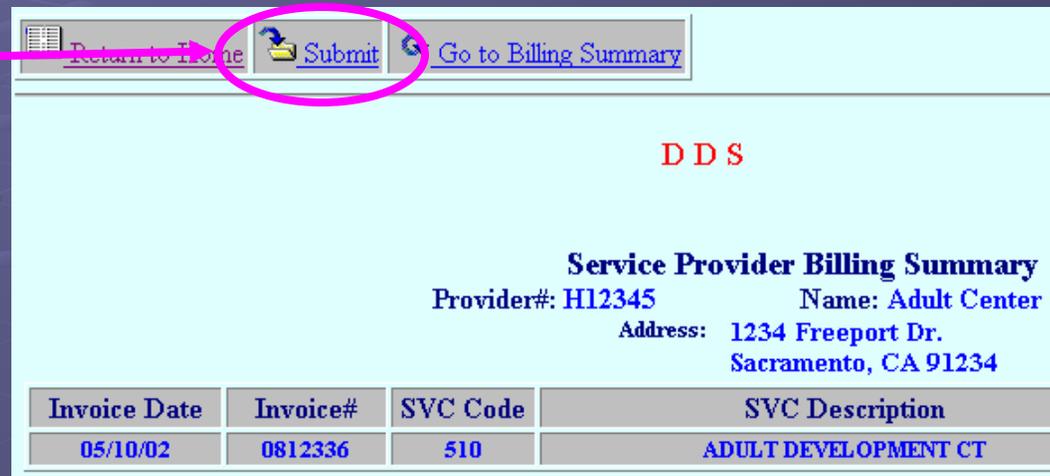
**Service Provider Billing Summary**  
Provider#: H12345      Name: Adult Center  
Address: 1234 Freeport Dr.  
Sacramento, CA 91234

Invoice Date	Invoice#	SVC Code	SVC Description
5/10/02	0812336	510	ADULT DEVELOPMENT CT

- If any red balls  appear on the “Invoice Detail Screen” the “Submit” link will not appear.

# Invoice Detail Screen (Cont.)

- A “Submit” link will appear at the top of the Invoice Detail screen:



The screenshot shows a web interface with a navigation bar at the top containing three links: "Return to Home", "Submit", and "Go to Billing Summary". The "Submit" link is circled in pink. Below the navigation bar, the text "D D S" is displayed in red. Underneath, the heading "Service Provider Billing Summary" is followed by provider details: "Provider#: H12345", "Name: Adult Center", and "Address: 1234 Freeport Dr. Sacramento, CA 91234". At the bottom, there is a table with invoice details.

Invoice Date	Invoice#	SVC Code	SVC Description
05/10/02	0812336	510	ADULT DEVELOPMENT CT

- Once you've completed inputting the attendance information for all consumers (no ); **AND**
- If it is on or after the submit date chosen by the regional center (generally the 28<sup>th</sup> of the month).
- Once the “Submit” link has been clicked, the “Submit Invoice Screen” will appear.

# Invoice Detail Screen (Cont.)

[Return to Home](#)
[Submit](#)
[Go to Billing Summary](#)

A "Submit" link is now available.

Selecting the "Submit" button will move you to the next page.

All of the [red X] are gone (so attendance is complete).

**Service Provider Billing Summary**  
 Provider#: H12345      Name: Adult Center  
 Address: 1234 Freeport Dr.  
 Sacramento, CA 91234

Client#	SVC Code	SVC Description	Service Month
1234567	510	ADULT DEVELOPMENT CT	05/2002

Total Units Billed	138.00	Total Amount Billed	\$6,735.78
--------------------	--------	---------------------	------------

Client Name	Client#	Auth#	Authorization Dates	Units Billed	Amounts Billed	Sub Co
<a href="#">SM, JOHN</a>	<a href="#">1234567</a>	<a href="#">00000001</a>	07/01/01 - 06/30/02	20.00	\$976.20	
<a href="#">JO, BETTY</a>	<a href="#">2345671</a>	<a href="#">00000002</a>	07/01/01 - 06/30/02	.00	\$0.00	
<a href="#">LO, MARY</a>	<a href="#">3456712</a>	<a href="#">00000003</a>	07/01/01 - 06/30/02	15.00	\$732.15	
<a href="#">IA, JOSEPH</a>	<a href="#">4567123</a>	<a href="#">00000004</a>	07/01/01 - 06/30/02	17.00	\$829.77	
<a href="#">PR, KATIE</a>	<a href="#">5671234</a>	<a href="#">00000005</a>	07/01/01 - 06/30/02	17.00	\$829.77	
<a href="#">IN, SANDY</a>	<a href="#">6712345</a>	<a href="#">00000006</a>	07/01/01 - 06/30/02	19.00	\$927.39	
<a href="#">LU, BOB</a>	<a href="#">7123456</a>	<a href="#">00000007</a>	07/01/01 - 06/30/02	10.00	\$488.10	
<a href="#">AN, THOMAS</a>	<a href="#">1345672</a>	<a href="#">00000008</a>	07/01/01 - 06/30/02	12.00	\$585.72	
<a href="#">BU, ANNE</a>	<a href="#">1456723</a>	<a href="#">00000009</a>	07/01/01 - 06/30/02	14.00	\$683.34	
<a href="#">HA, DONALD</a>	<a href="#">1567234</a>	<a href="#">00000010</a>	07/01/01 - 06/30/02	14.00	\$683.34	
				138.00	\$6,735.78	

Calculations were made for each person and the totals were calculated automatically!

DM

# Submit Invoice Screen

This is the final step to submitting an invoice.

I Accept  Yes  No **Please read the Disclaimer Statement below before you accept and submit.**

2. Once you read the Disclaimer Statement and agree with it, select "Yes".

1. Read the disclaimer information (scroll down to view more).

## Submit Invoice

3. By pressing "Submit" you accept the terms of the Disclaimer Statement which is a legally binding action.

138.00

\$6,735.78

## Disclaimer Statement

**I certify that the client(s) listed above were provided the service as authorized for the stated periods, and that no additional**

# Submit Invoice Screen (Cont.)

- Pressing the “Submit” link:
  - means that you have read and accepted the terms identified, and
  - is the same as a legal signature.
- After submitting the invoice, you can view it the following day in “Billing History”.
- Once you’ve submitted the invoice, you won’t be able to edit it through the Billing Summary Screen.

# Submitting Invoices

Submitting an invoice is similar to placing a paper invoice in the mail; but, there are some advantages.

- It is more reliable and faster than mail and no stamp is required.
- There will be a history of the attendance information available on the website the very next day!

# Billing/Payment History

- Once the invoice is submitted (at least one day after invoice submission), the “Billing/Payment History” may be selected.

Welcome to the Electronic Billing and Payment System For



FAR NORTHERN  
REGIONAL CENTER  
1900 Churn Creek Rd.,  
#319  
Redding, CA 96002  
Phone#: (530) 222-4791  
FAX#: (530) 222-8908

[Service Provider Billing Program](#)  
[Service Provider Billing/Payment History](#)  
[Links to other Regional Centers](#)

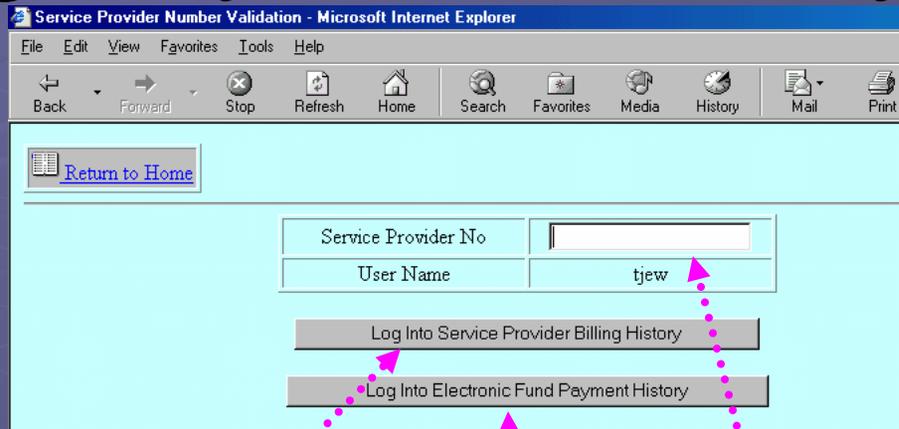
[E-mail](#)

**Center News**

VISIT THE FNRC WEB SITE

To View The Latest Service Providers' Newsletter  
To Get Copies Of OHP Forms  
To Read The Latest News On The State Budget

# Billing/Payment History (Cont.)



The screenshot shows a Microsoft Internet Explorer browser window titled "Service Provider Number Validation - Microsoft Internet Explorer". The browser's address bar is empty. The page content includes a "Return to Home" link, a "Service Provider No" input field, a "User Name" field containing "tjew", and two buttons: "Log Into Service Provider Billing History" and "Log Into Electronic Fund Payment History". A dotted pink line with arrows points from the text in the list below to the input fields and buttons in the screenshot.

- Once the “Billing/Payment History” is selected, this screen will appear.
- Inputting the appropriate Service Provider (Vendor) No., and select either the Billing History or the Electronic Fund Payment History Button.

# Billing History

When “Billing History” is selected:

- All submitted invoices will be shown. There is a time lag between when an invoice is submitted and when it will be available for viewing, usually overnight.
- Double click on the invoice number to view the billing history detail.
- Double click on the consumer name or UCI to view the units of service entered for a consumer.

# Electronic Fund Payment History

When “Electronic Fund Payment History” is selected:

- All payments that have been transferred to your account for the past 18 months will be shown.
- The payment history can only be viewed.
- Double click on the date for payment details.
- If you receive an error message, then no electronic payments have been made under this vendor number.

# Special Notes

You cannot submit an invoice before the “First Submitting Date” which is set by the regional center. This date:

- applies to current month invoices only; and
- is preset in the invoice itself and cannot be changed once the invoice has been posted on the website.

# Special Notes



- Avoid using the “Back” button when processing invoices. Pressing the “Back” button while inputting invoice information may cause the program to process the invoice incorrectly; therefore, use only buttons and links when completing invoices.

# Conclusion

- The new Electronic Billing (EB) program is easily accessible through the Internet.
- The EB program automatically calculates all data that is input.
- Submitting invoices is a short, quick process that eliminates the need to stuff envelopes or pay someone to double check figures.

# Thank you

- We hope this introduction has been helpful. Of course, regional center staff are on hand to answer your questions. If they cannot answer a question you have, please have them contact the Department of Developmental Services.