



Key Elements of a Clear Provider Invoice

- ✓ Clearly understandable by all participants and can be understood by third parties not directly involved.
- ✓ Includes Essential Identifying and Cost Information
 - Customer Name
 - Agency Name, address etc
 - Identified Service Billing Period
 - Rate of Payment Agreed Upon
 - Total Cost for Period (Rate x Service Units Provided)
- ✓ Identifies Service Provided
 - Title of Service
 - Dates and Location of Service (attendance)
 - Staff providing service
 - **May include more specific service content and outcome if also used as progress report**

ADDITIONAL INFORMATION REQUIRED IF APPROVED FOR MONTHLY BILLING OPTION

- ✓ Identified Monthly Obligation (Rate x # Units available for service)
- ✓ Actual % of Attendance For Month
- ✓ Actual % and \$ paid when customer did not attend
- ✓ Reason For Absence