

Montgomery County Drug & Alcohol Automated Invoicing Procedures Inpatient

Effective 12/11/2018

Header Fiscal Year: Enter current Fiscal Year i.e. 2018/2019
Vendor #: assigned vendor # per Rate Summary sheet of contract
Facility #: As authorized per Rate Summary sheet of contract
Provider Invoice **Please leave blank. System will auto assign invoice number.**
Agency Contact email: person completing invoice
Provider Name: Please enter in cell range D4:J5 (merged cells-one field)

Authorized Signature: Person completing or approving official as defined within organization.
(Electronic no actual signature required)

Column 1 case number (per authorization).

Column 2 & 3: Start Date and End Date (Admission/Last date of service)

Column 4 Activity Code (four characters as defined below i.e. 852A):

852B Halfway House (PCPC 2B) 82C
823A Medically Monitored Inpatient Detoxification (PCPC 3A) 82A
823B Medically Monitored Short-Term Residential Treatment (PCPC 3B) 82B
823C Medically Monitored Long-Term Residential Treatment (PCPC 3C) 82B
834A Medically Managed Inpatient Detoxification (PCPC 4A) 83A
834B Medically Managed Inpatient Residential (PCPC 4B) 83B

Column 5: Service Code-Please enter COD if invoicing for co-occurring services as dictated by authorization. Otherwise please leave blank.

Column 6 Units number of days served

Column 7 contracted rate of service

Column 8 Gross Billed (formula unit 8 rate- per authorization)

Column 9 Due from client fees (assessed liability per authorization)

Column 11-12 as listed.

Column 13 Net Due (formula Gross Billed – fees) from Single County Authority (Montgomery County) SCA

Of Note you can invoice all services on one invoice per month. No need to break out by Activity Code other than listing Activity Code per each line item entered.

Upon completion of monthly invoice/s, please send Inpatient invoices only to the new dedicated mailbox: SCAInvoices@montcopa.org.

Any questions on this procedure, please contact Jim Kramer, Accounting Supervisor Drug & Alcohol 610 278-1239. Gbenga Oyetayo, Accountant in charge of processing D&A invoices 610 292-4576.