

FEDERAL PROB & PRETRIAL

BILLING
INFORMATION

INVOICE

- Submit One Original
- No Copies Required
- Due No later than 10th of the following month
- Include a unique Invoice#
- Remit Address
- Separate Invoices for SA, MH, SO and Pretrial
- Information for the provider's billing person (name, email, phone#)

Per the Statement of Work, All billed services must be face-to-face.

INVOICE

Revised 08/25/2006

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ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS TREATMENT SERVICES INVOICE

INVOICE DETAIL

Fill-in the relevant information. The total units of each service rendered and their unit price will be transferred to the invoice on the next page.

(PART B)

Entries below will automatically total and carry to Prob. Summary Tab

1.CLIENT NAME	2.CLIENT NUMBER	3. DATES OF SERVICE	4. SERVICE RENDERED	QUANTITY (UNITS)	6. UNIT PRICE	7. COST	PAY REQUIRE	PAY RECEIVE	Project Code	Unit Price
					\$ -	\$ -	\$ -	\$ -	1302	0.00
					\$ -	\$ -	\$ -	\$ -	5020	350.00
					\$ -	\$ -	\$ -	\$ -	6012	40.00
					\$ -	\$ -	\$ -	\$ -	6022	25.00
					\$ -	\$ -	\$ -	\$ -	6032	40.00
					\$ -	\$ -	\$ -	\$ -	6091	25.00
					\$ -	\$ -	\$ -	\$ -		
					\$ -	\$ -	\$ -	\$ -		
					\$ -	\$ -	\$ -	\$ -		
					\$ -	\$ -	\$ -	\$ -		

BUDGET OBJECT CODES

- 2526
 - Substance Abuse Treatment
- 2530
 - Mental Health Treatment
- 2548
 - Sex Offender Treatment
- 2527
 - Pretrial Services Treatment (all inclusive)

PROJECT CODES - SUBSTANCE ABUSE

- **Substance Abuse Codes**

- 1011 UAs
- 1012 Sweat Patch Removal
- 1504 BAs
- 2011 SA Intake
- 2010 Individual
- 2020 Group
- 2022 Manualized Group
- 2030 Family
- 2080 Intensive Out-patient Group
- 2090 Prevention Group

PROJECT CODES - MENTAL HEALTH

■ General Mental Health Codes

- 4020 Lab Studies
- 5011 Mental Health Intake Assessment & Report
- 5010 Psychological Eval
- 5020 Psychological Testing
- 5030 Psychiatric Eval
- 6000 Case Mgmt Services
- 6010 Individual
- 6028 Cognitive-Behavioral Group
- 6030 Family
- 6040 Psychotropic Medications
- 6051 Medication Monitoring
- Integrated Treatment for Co-occurring Disorders
 - 6015 Individual Counseling
 - 6026 Group Counseling

PROJECT CODES - SEX OFFENDER

■ Sex Offender Codes

- 1302 Workbook
- 5012 SO Psychophysiological Eval
- 5021 Plethysmograph
- 5022 Baseline Polygraph
- 5023 Maintenance Polygraph
- 5025 Visual Reaction Time (VRT) Report
- 6012 Individual
- 6022 Group
- 6032 Family
- 6090 Education Group
- 6091 Chaperone Training & Support
- 7013 Individual (Pretrial Defendants)
- 7023 Group (Pretrial Defendants)

PROJECT CODES - ADMIN.

- Administrative Codes
 - 1401 Contractor's Local Travel

The current government travel mileage rate is 57.5 cents per mile, and you will be notified should it change in the future.

- 1501 Admin Fee for Collecting Copay
- 6041 Admin Fee for Psych Meds

These fees are 5% of copay collected and 5% of the actual cost of medications provided and billed on the invoice.

PROJECT CODES - RESIDENTIAL

- Residential Codes
 - 1001 Therapeutic Treatment
 - 2001 Short-Term Residential

Probation only uses the 2001 code and will pay for the first 30 days of placement upon approval by the Contracts Administrator. We do not pay for self-pay, AHCCCS or insurance placements.

BILLING UNITS

- 1 Unit Per Service or Report
- 1 Unit Per Day
- 30-Minute Increments
- Actual Costs
- All proposed costs should have included your no-show factor

'The vendor shall not include a separate charge for a no-show as a separate item.' (Statement of Work, Section G.3, f)

ONE UNIT PER SERVICE OR REPORT

- UAs
- BAs
- Reports
 - Assessments, Evals, Polygraphs
- Tests
 - MSI II, Abel, VRT...etc.

ONE UNIT PER DAY

- Intensive Out-Patient
- Residential

30-MINUTE INCREMENTS

- Individual
- Group

Example:

Assume that the rate of service is \$10.00 per half hour.

<u>Time Spent (in minutes)</u>	Charge
0 - 15	\$ 5.00
16 - 30	\$10.00
31 - 45	\$15.00
46 - 60	\$20.00

ACTUAL COSTS

- Mileage
 - 1401
- Administrative Fees
 - 1501 (5% of Copay Collected)
 - 6041 (5% of the Cost of Meds)
- Lab Studies
 - 4020
- Psychotropic Medication
 - 6040

DOCUMENTATION

- **Sign-in Logs for each client per month**
 - Signature required for each service
- **Monthly Treatment Reports**
 - Required for each client in treatment
 - Not required for UA collection only or Polygraphs
- **Copay Receipts**
 - Carbon copies are fine
- **Mileage Logs**
 - Must have traveler's signature, dates and odometer readings for each destination
- **Pharmacy Receipts for Meds**
 - Client, Date, Medication & Cost

REQUIREMENTS

- Submit One Original Invoice
- No Copies Required
- Due No later than 10th of the following month
- Include a unique Invoice#
- Separate Invoices for SA, MH, SO and Pretrial (all services)
- Copay should be deducted from the total and the Admin Fee is 5% of Copay Collected
- We do our best to adhere to a 30 day time frame for payment

QUESTIONS

Billing
Information

BETTY TOVAR CONTRACTS SPECIALIST

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