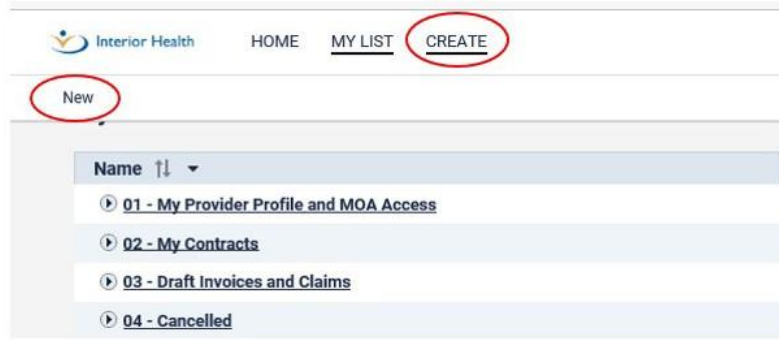


Sessional Services Contract—Invoice

Overview

1. To create a new invoice select “**Create**”, then “**New**”



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| Type | First Billable Date | Last Billable Date |
|--------------------|---------------------|--------------------|
| <u>Sessions GP</u> | 01-04-2022 | 31-03-2023 |

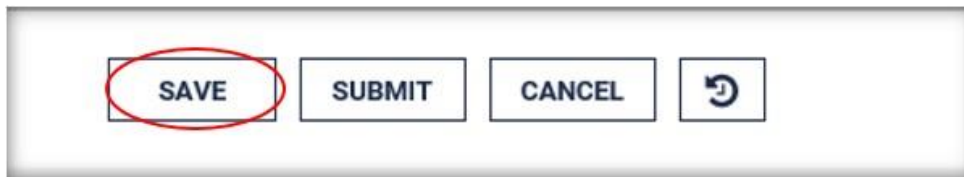
2. Identify the contract that you will be billing for (Contract’s name is in light blue text), and select the invoice type by clicking on the highlighted invoice type
3. This will open the window below—fill in the appropriate dates
 - Entering the "Service Start Date" will auto-populate the pay period
 - All invoiced dates must be within the pay period



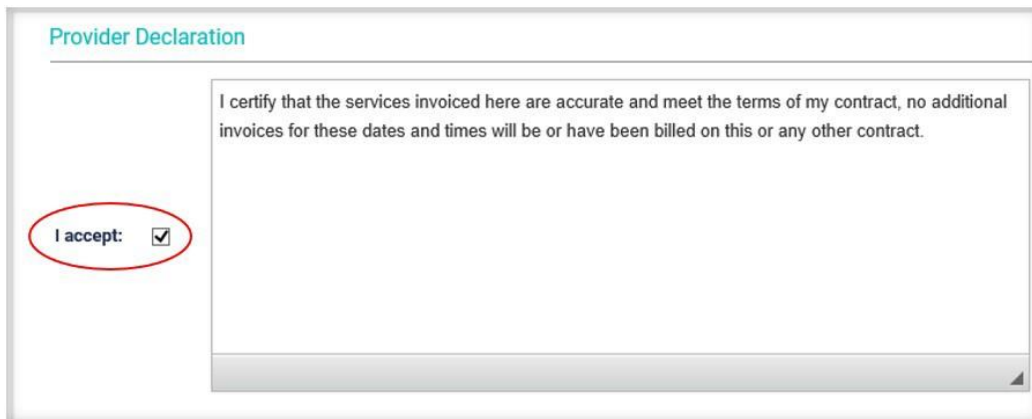
4. You can add more lines by selecting **+Add Row**—you can add as many lines as needed or delete (⊗) Lines that are not needed. Enter the invoice details including dates, start/end times, etc. Please make sure to fill out all mandatory fields (Highlighted above)

5. All hours must be allocated to either the Direct, Indirect or Clinical Admin columns. Once properly allocated, the “Hrs Unallocated” field will read 0.
- Direct Hours (patient is in the room with you)
 - Indirect Hours (about a patient who is not present)
 - Clinical Admin (program improvement, not related to any specific patient)

6. Click **Save** at bottom of screen—you **must save before you can “sign electronically” and submit the invoice.**



7. Once you have **Saved** and the screen has refreshed you can “sign electronically” under Provider Declaration by ticking the “I Accept” box (see below). The invoice is now saved as “draft”. Clicking the **I Accept** box is considered your electronic signature for your invoice submission:

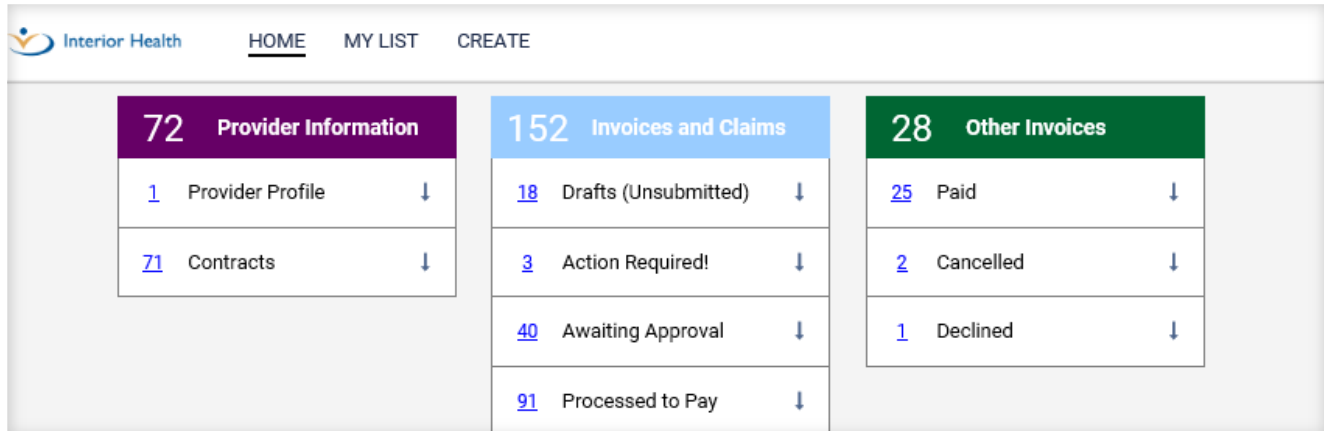


8. Click **Submit** to submit your invoice. Please note, you can only submit one invoice per Pay Period for each contract



Your Home page will show where your invoice is at any time during the approval and payment process.

- **Drafts (Unsubmitted)** – Invoices that have been saved, but not yet submitted
- **Action Required!** – Invoices that were reviewed by the Manager and sent back to you for more information
- **Awaiting Approval** - After you have submitted your invoice it is now in process for approval and payment.
- **Processed to Pay** - Invoice has been approved and will be paid on next payment date. The Pay Calendar can be located in the “News” section of PIP.
- **Paid** – Payment made to Physician



The screenshot shows the Interior Health Home page with navigation tabs: HOME, MY LIST, and CREATE. The main content area is divided into three columns:

| 72 Provider Information | 152 Invoices and Claims | 28 Other Invoices |
|--------------------------------------|---|-------------------------------|
| 1 Provider Profile ↓ | 18 Drafts (Unsubmitted) ↓ | 25 Paid ↓ |
| 71 Contracts ↓ | 3 Action Required! ↓ | 2 Cancelled ↓ |
| | 40 Awaiting Approval ↓ | 1 Declined ↓ |
| | 91 Processed to Pay ↓ | |

****If you require assistance, please contact us at Sessions@interiorhealth.ca or (250) 862-4113****

| Session Categories in PIP | | |
|----------------------------------|---|---|
| Type of hours | Description | Category |
| Direct hours | Direct care to a patient ie: patient is in the room | Clinical Care |
| | | Clinical Rounds |
| | | House Calls |
| | | Scheduled Service Coverage |
| | | Shared Care |
| | | Uninsured Patient |
| Indirect hours | About a specific patient or patients but those patients are not present | Debriefing |
| | | Dictation |
| | | Discharge Planning |
| | | Documentation |
| | | Family Meeting **might be direct if patient participation |
| | | Medical Review |
| | | Patient No Show |
| | | Phone Calls (patient related) |
| | | Team Meeting |
| Triage | | |
| Admin hours | Program work | Committee Work |
| | | Education Rounds |
| | | Fellows Supervision |
| | | Interdisciplinary Teaching |
| | | Medical Student Supervision |
| | | Program planning, development & evaluation |
| | | Resident Supervision |
| | | Staff Development |
| | | Staff Meeting |
| | | Strategic Planning |