

Log onto PIP in the Application Portal on an IH computer or remotely through IH Anywhere on your office or home computer. See separate instructions for Accessing PIP [here](#).

I. To create a new invoice Click **Create**, then **New** from Main Menu

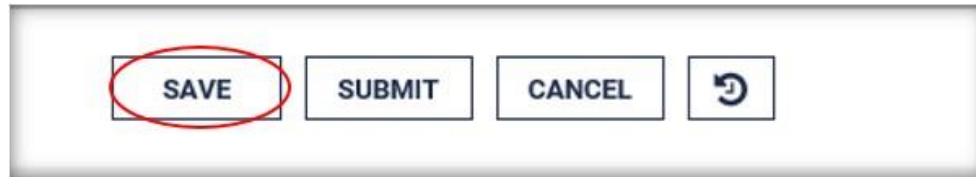
2. Select the invoice type by clicking on the highlighted (blue) invoice type

3. Enter the service start date (any date within the invoiced period), and fill out the # of weeks

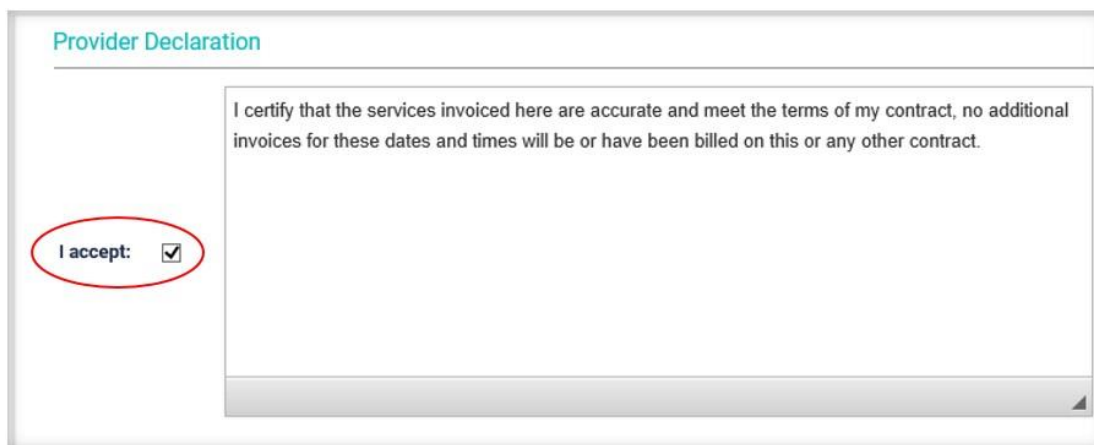
4. Enter your details of objectives, milestones and services provided in the “Provider Notes” section.

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



6. 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.



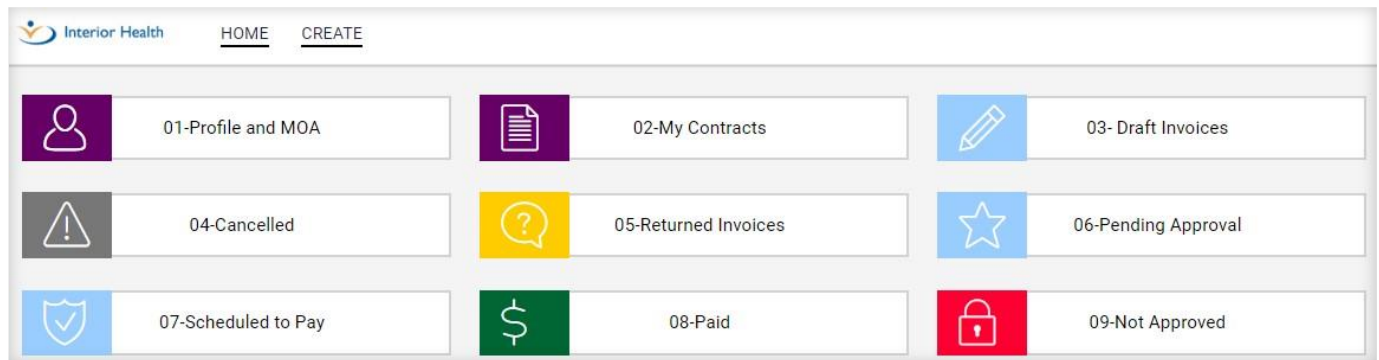
7. Click **Submit** to submit your invoice. Please note, you can only submit one invoice per Pay Period under each contract.



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

- **Draft Invoices** – Invoices that have been saved, but not yet submitted
- **Returned Invoices** – Invoices that were reviewed by the Manager and sent back to you for more information
- **Pending Approval** - After you have submitted your invoice it is now in process for approval and payment.
- **Scheduled 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



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