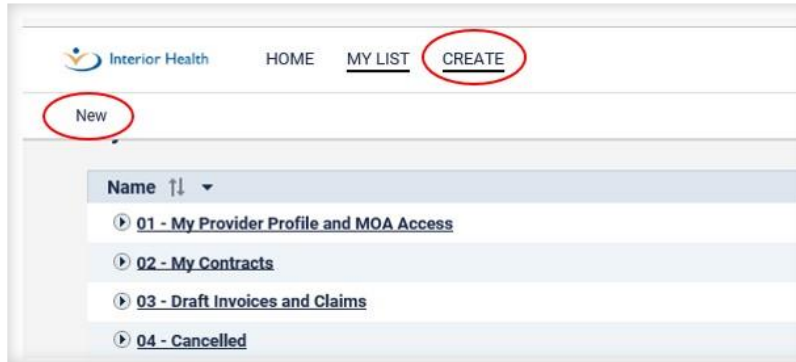


Administrative Services Contract—Invoice

Log onto PIP in the Application Portal on an IH computer or through IH Anywhere on your office or home computer. See separate instructions for IH Anywhere.

Overview

1. 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

22/23-55-Laboratory Medical Site Leader-Dr. Test2 Provider_01Apr20-31Mar25		
Type	First Billable Date	Last Billable Date
Medical Leadership New	01-04-2022	31-03-2023

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

Invoice Details

Contract Earning Code: 55 Contract Name: 22/23-55-Laboratory Medical Site Leader-Dr. Test2 | Provider_01Apr20-31Mar25

Invoice Type: Medical Leadership New

Invoice Sub Type: Invoice

Service Start Date: 01 - 04 - 2022 * ? 📅

Pay Period: 01 April 1 2022 - April 30 2022

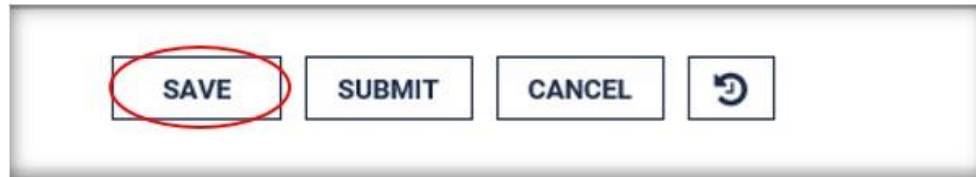
Last Day	Weeks
Apr/2022	4.3

Totals 4.30

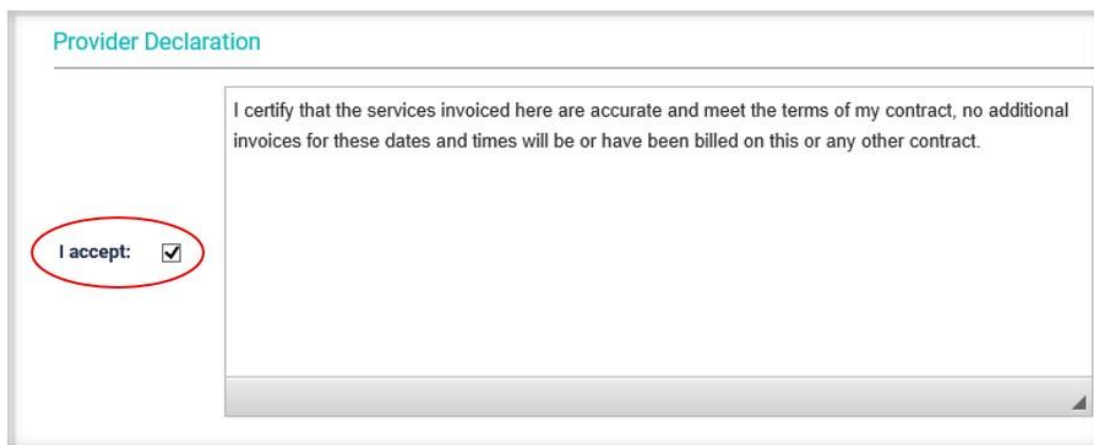
4. Enter your details of objectives, milestones and services provided in the “Provider Notes” section.

Provider Notes:

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.

A screenshot of a 'Provider Declaration' form. It features a text area with the text: 'I certify that the services invoiced here are accurate and meet the terms of my contract, no additional invoices for these dates and times will be or have been billed on this or any other contract.' Below the text area is a checkbox labeled 'I accept:' which is checked and circled in red.

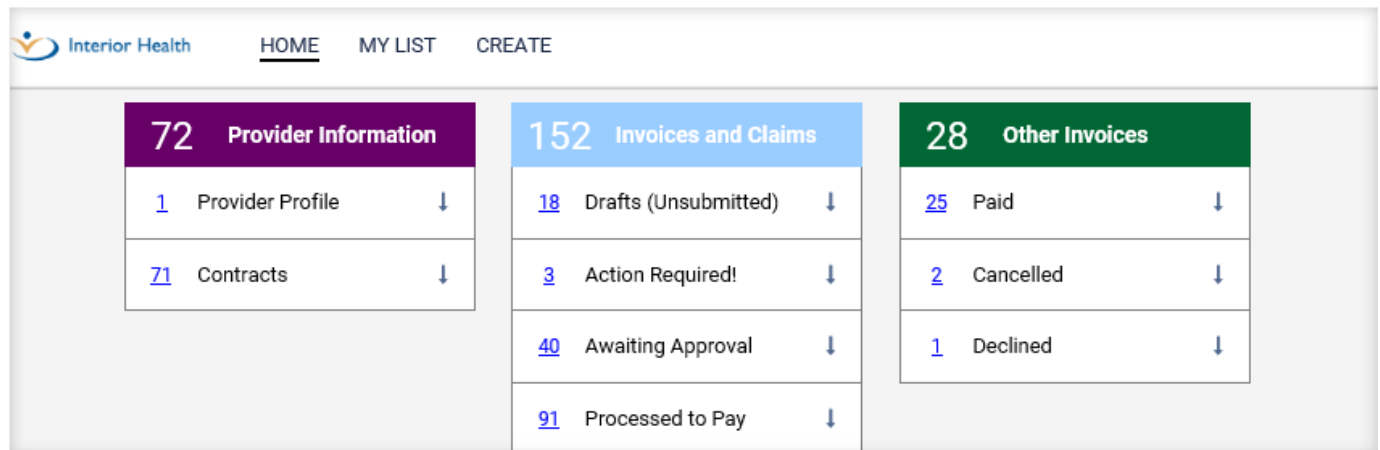
7. Click **Submit** to submit your invoice. Please note, you can only submit one invoice per Pay Period under each contract.



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

- **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



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 physcontracts@interiorhealth.ca or (250) 862-4113****