

# Submit Anesthesia Invoices in PIP

The group lead will provide you with billing sheets to manually track your services during your shifts. To receive payment for those services, you must submit an invoice through PIP (Physician Invoice Portal). PIP is Interior Health's electronic system for on-line submission of Physician claims and invoices for expense and service payments.

## 1) Log into your PIP Account

To access PIP, choose one of the links below and use your IH user name and password to sign on.

- [Access PIP inside an IH facility](#)
- [Access PIP outside of an IH facility](#) (Select PIP Live)



Figure 1: Log in using IH user name & password.

## Troubleshoot

To reset your password, contact Service Desk: 1-855-242-1300. If you have not yet been assigned a mnemonic, or are unable to log into PIP, contact [Physician Compensation](#).

## 2) Enter Invoice

- a. Click **“Create”**, then **“New”** to access all the claims and invoices you’re eligible to claim.

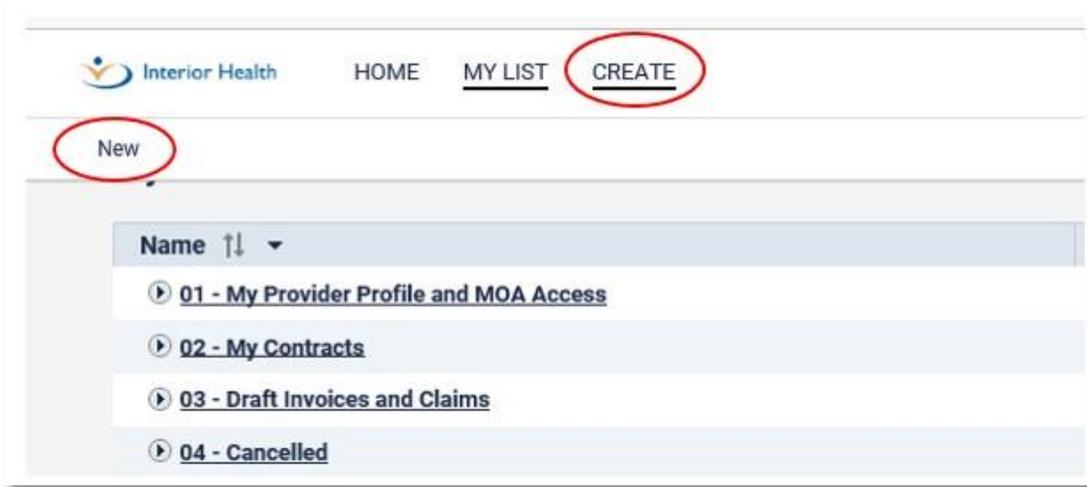


Figure 2: Click “Create”, then “New” from Main Menu.

- b. Scroll to your Anesthesia Contract and open invoice type: [Anesthesia](#).

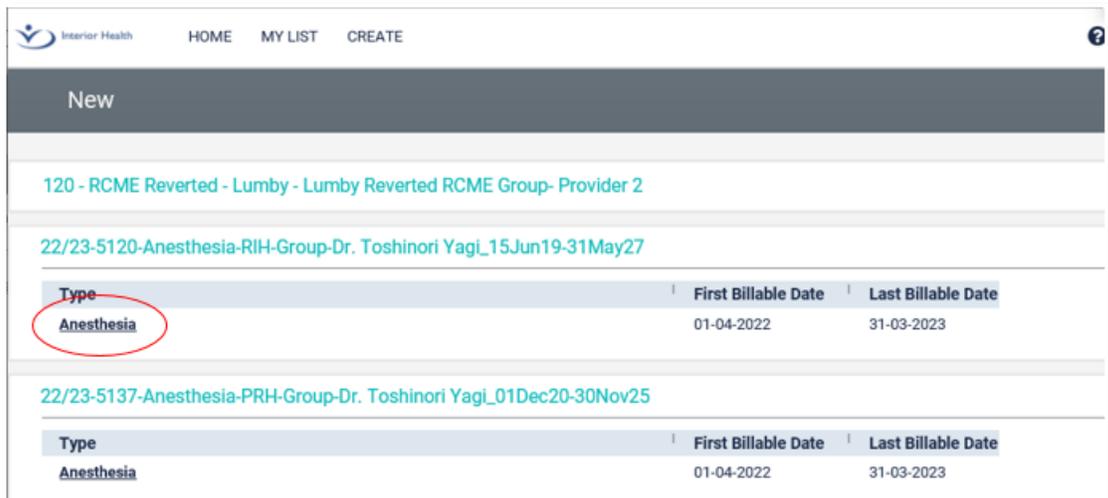


Figure 3: Select “Anesthesia” Invoice type

- c. If you have 2 or more anesthesia contracts, please make note of the contract names to determine which contract to use for each facility:

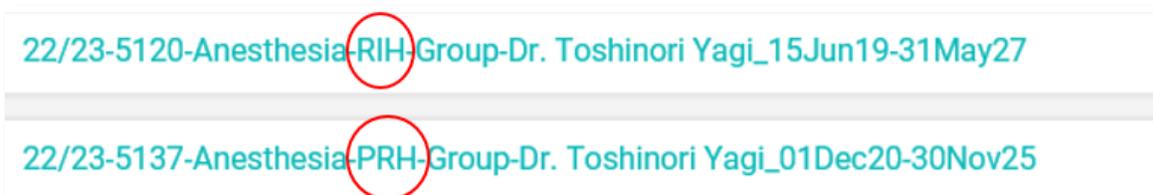


Figure 4: Contract Names

- d. Enter the **Service Start Date** for the invoice by selecting from the pop-up calendar.   
The Invoice will automatically display the bi-weekly pay period, and populate lines for all the dates billable in that period.

Invoice Details

Contract Earning Code: 5120      Contract Name: 22/23-5120-Anesthesia-RIH-Group-Dr. Toshinori Yagi\_15Jun19-31May27

Invoice Type: Anesthesia

Invoice Sub Type: Invoice

Service Start Date: 01 -04 -2022 \* 

Pay Period: 01      April 1 2022 - April 14 2022

Date	Start Time	End Time	Week Day 08:00-18:00	Evening 18:00-23:00	Weekend/Stat 08:00-23:00	Night 23:00- 08:00	Direct Hrs	Hrs Unallocated	Hrs	Service Type
01 -04 -2022 	07 - 30	15 - 30	7.50			0.50	8.00	0.00	8.00	OR
02 -04 -2022 	15 - 30	16 - 00	0.50				0.50	0.00	0.50	PSS/Consult
03 -04 -2022 	07 - 30	15 - 30	7.50			0.50	8.00	0.00	8.00	Endo
14 -04 -2022 	18 - 00	22 - 00		4.00			4.00	0.00	4.00	OR
<b>Totals</b>			15.50	4.00	0.00	1.00	20.50	0.00	20.50	

+ Add Row    - Remove Row

Figure 5: Invoice template

- e. Enter Start and Stop time for each date services were provided. The system will calculate the total hours in the “Hrs Unallocated” and “Hrs” columns.
- f. Allocate the hours worked in the eligible column. When all the reported hours have been filed, “Hours Unallocated” will show 0.  
\*\* Please make sure to allocate the hours to each column properly according to the time of day:
- Week Day: 08:00 – 18:00
  - Evening: 18:00 – 23:00
  - Weekend/Stat: 08:00 – 23:00 on Saturdays, Sundays, and Statutory Holidays
  - Night: 23:00 – 08:00
- g. Select **Service Type** from the options available in the Drop-down  
\*\*If 2 or more types of services were provided on the same date, click “+Add Row” to add a new line for the same date, then split the hours out as needed. A date can be repeated multiple times.
- h. Click **Save** at bottom of screen—you must save before you can “sign electronically” and submit the invoice



Figure 6: Save invoice

- i. 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

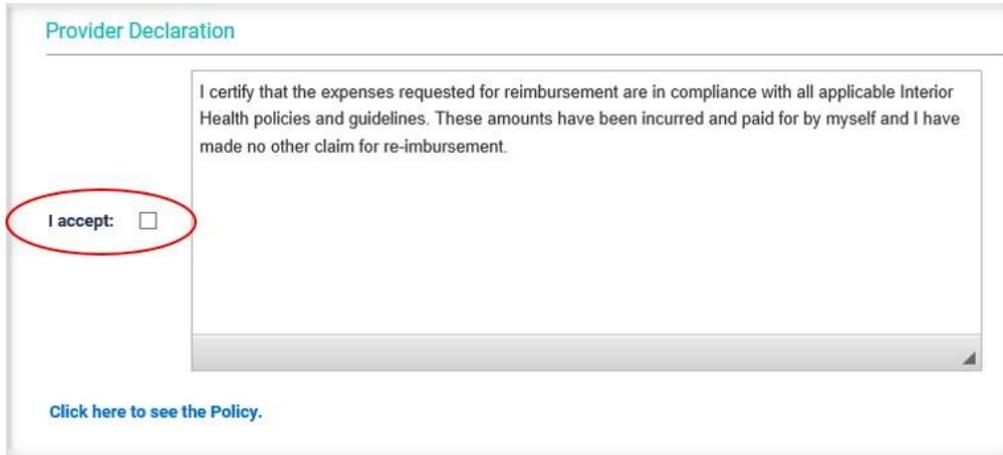


Figure 7: Provider Declaration

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



Figure 8: Submit invoice

- k. Ensure the Invoice Status has changed from Draft to Pending IH Review. If the invoice is still in Draft, then Physician Compensation may not receive it in time for the next payment date:

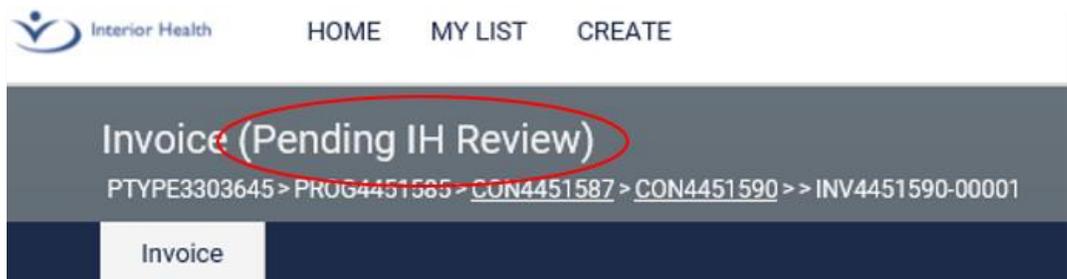


Figure 9: Invoice Status

## FAQ

**The invoice is missing an amount:** The invoice you submit is an “hours only” invoice; it will not have any dollar values at the point of submission. Upon receipt of the invoice, Physician Compensation will calculate the amount owing and process for payment.

**An invoice has been submitted but I need to make a change:** If an invoice is Pending IH Review, click “Recall” to retract the invoice. You can then add any missing dates and revise as needed. If an invoice is Scheduled for Payment or Paid, contact [Physician Compensation](#) to process an adjusted payment. Physicians are not able to submit multiple invoices for the same service period.

**When I try to create an invoice, I receive the error “An invoice for this period already exists”:** First, check your *Drafts (Unsubmitted)* and *Awaiting Approval* folders on the Home Page to see if an invoice for the same period has already been started by you or your MOA. Then, check the Paid folder. If you’ve already been paid for a period, contact [Physician Compensation](#) to process an adjustment.

**How do I know what the Pay Period Start and End Dates are?** Pay periods are 14 days and are outlined on Interior Health’s fiscal Payment Schedule. Each green square is a payment date. It is also the start date of the next 14 day period. The red squares on the payment calendar are the cut offs when your invoices must be submitted to be remunerated on the next pay date.

**I would like to use a different MOA than the group.** Email a request to set up a new MOA to [Physician Compensation](#). Include your MOA’s first and last name, preferred email address and telephone number.

**How do I invoice for the Clinical Admin and Incentive Portions?** Interior Health will process the additional incentives on a quarterly basis upon review of service delivery. No action is required on your part.

**I’m a Locum. How do I invoice?** Locum invoices are submitted the same way. An invoice is made available to you once a letter of agreement (LOA) has been signed, and a locum contract has been activated in PIP. Contact [Physician Compensation](#) if you have not received a letter, or if your PIP invoice is missing.

**Physician Compensation**  
250-862-4113 ext.3  
[physcontracts@interiorhealth.ca](mailto:physcontracts@interiorhealth.ca)