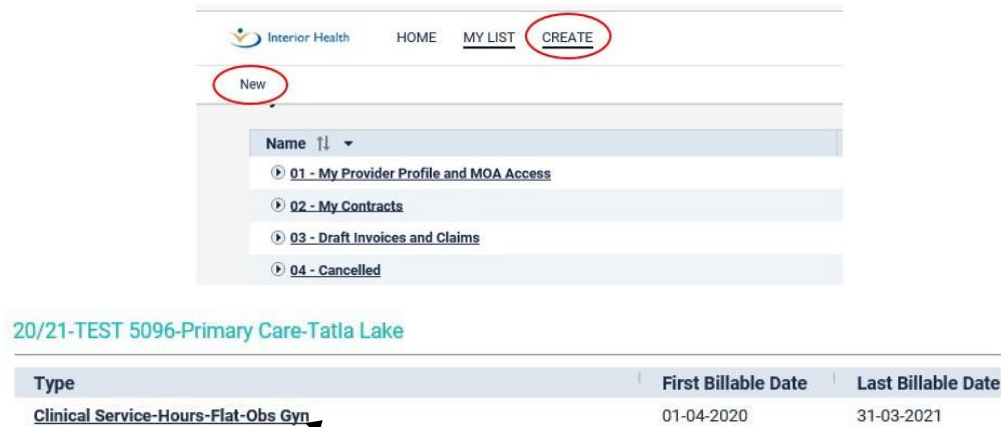


Clinical Services Contract—Invoice

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

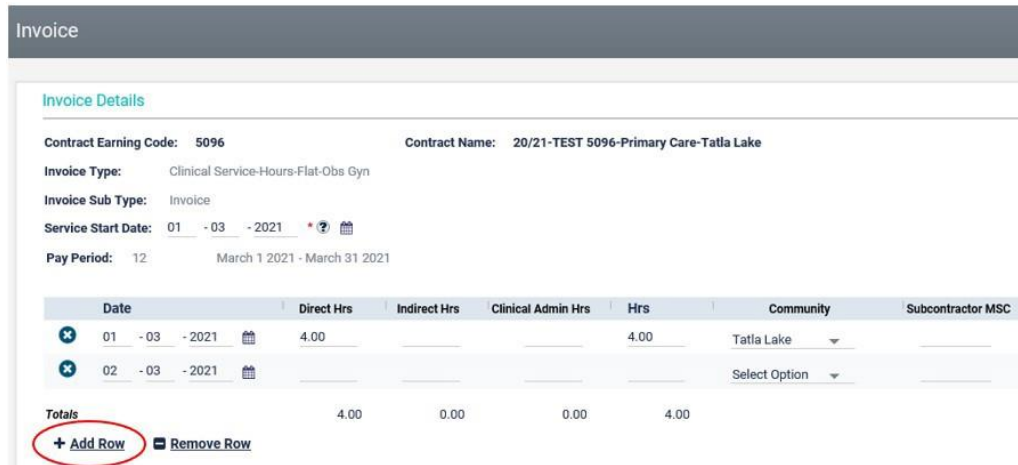
1. To create a new invoice select **“Create”**, then **“New”**



The screenshot shows the application portal interface. At the top, there are navigation links: HOME, MY LIST, and CREATE (circled in red). Below this is a 'New' button (circled in red). A dropdown menu is open, showing options: 01 - My Provider Profile and MOA Access, 02 - My Contracts, 03 - Draft Invoices and Claims, and 04 - Cancelled. Below the dropdown is a table with the following data:

Type	First Billable Date	Last Billable Date
Clinical Service-Hours-Flat-Obs Gyn	01-04-2020	31-03-2021

2. Select the invoice type by clicking on the highlighted invoice type



The screenshot shows the 'Invoice' form. The 'Invoice Details' section includes:

- Contract Earning Code: 5096
- Contract Name: 20/21-TEST 5096-Primary Care-Tatla Lake
- Invoice Type: Clinical Service-Hours-Flat-Obs Gyn
- Invoice Sub Type: Invoice
- Service Start Date: 01 -03 -2021
- Pay Period: 12 March 1 2021 - March 31 2021

Below this is a table with the following data:

Date	Direct Hrs	Indirect Hrs	Clinical Admin Hrs	Hrs	Community	Subcontractor MSC
01 -03 -2021	4.00			4.00	Tatla Lake	
02 -03 -2021					Select Option	
Totals	4.00	0.00	0.00	4.00		

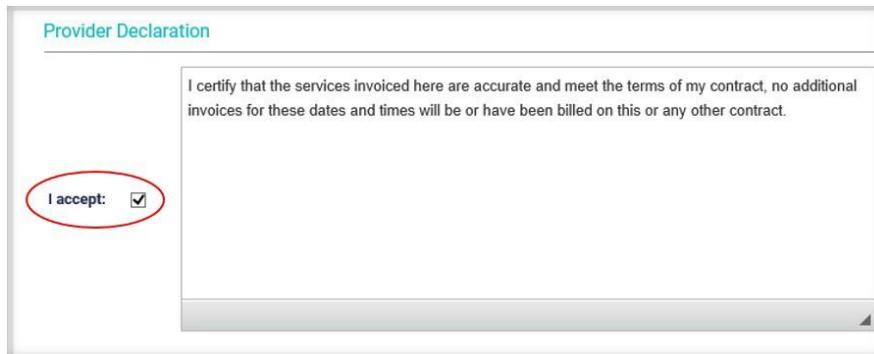
At the bottom of the table, there are buttons: + Add Row (circled in red) and Remove Row.

3. Enter service start date—this is any day in the pay period
4. You may add lines by selecting Add Row—you can add as many lines as needed or delete (x) Lines that are not needed. Enter the invoice details including dates, start/end times, etc.
5. If you have subcontracted hours—please ensure you enter the MSC number for the subcontractor as well as their name.
6. You can enter comments in Provider notes. If your contract requires specific metrics, this will be communicated directly to you via email.

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



8. 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.

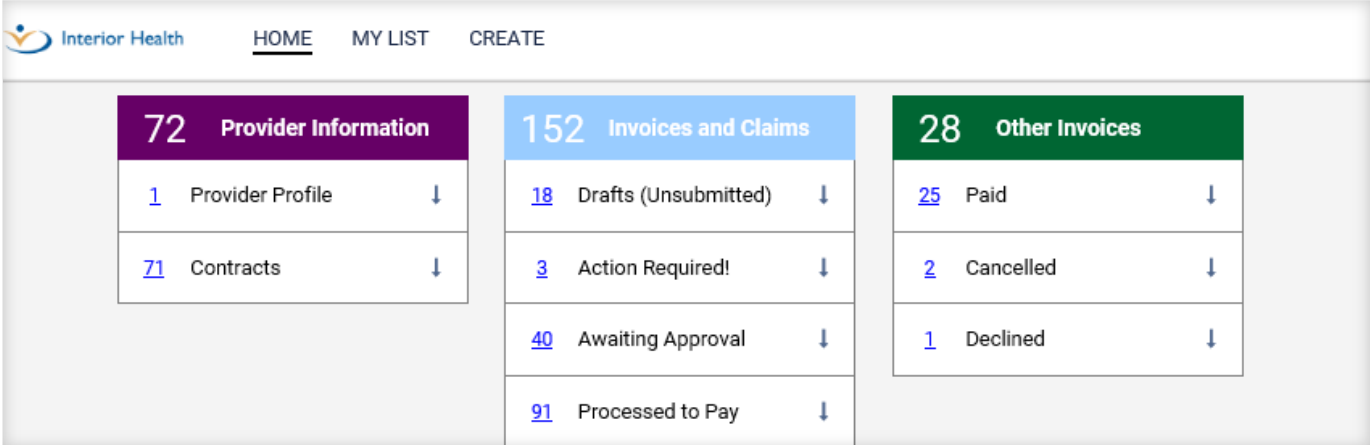


9. Click **Submit** to submit your invoice. Please note, you can only submit one invoice per Pay Period.



10. 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****