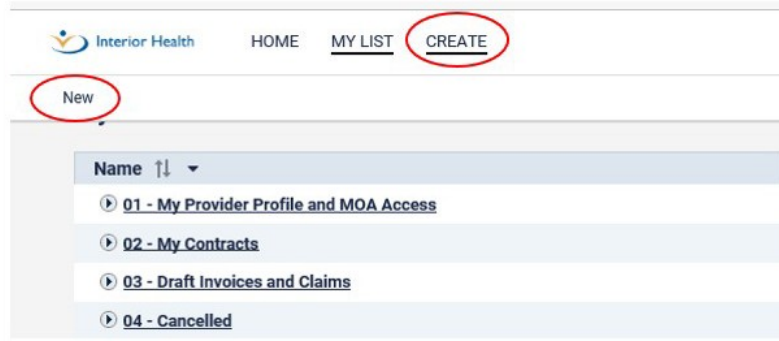


Sessional Services Contract—Invoice

Overview

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



22/23-12346-Golden-Addiction Treatment-Group-Dr. Koichi Hirose

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

Invoice Details

Contract Earning Code: 12346 Contract Name: 22/23-12346-Golden-Addiction Treatment-Group-Dr. Koichi Hirose
Invoice Type: Sessions GP
Invoice Sub Type: Invoice
Service Start Date: 01 - 11 - 2022
Pay Period: 16 October 28 2022 - November 10 2022

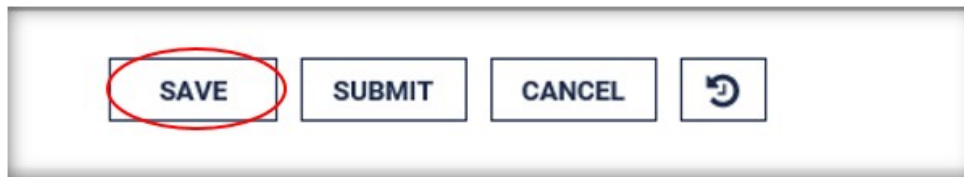
Date	Start Time	End Time	Direct Hrs	Indirect Hrs	Clinical Admin Hrs	Hrs Unallocated	Hrs	Sessions	Amount Invoiced	Comment	Category	PHN
01 - 11 - 2022	10 30	14 00	3.50			0.00	3.50	1.00000000	471.69		Clinical Care	123456789
DD - MM - YYYY	00 00	00 00									Select Option	
DD - MM - YYYY	00 00	00 00									Select Option	
Totals			3.50	0.00	0.00	0.00	3.50	1.00	471.69			

[+ Add Row](#) [Remove Row](#)

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:

Provider Declaration

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.

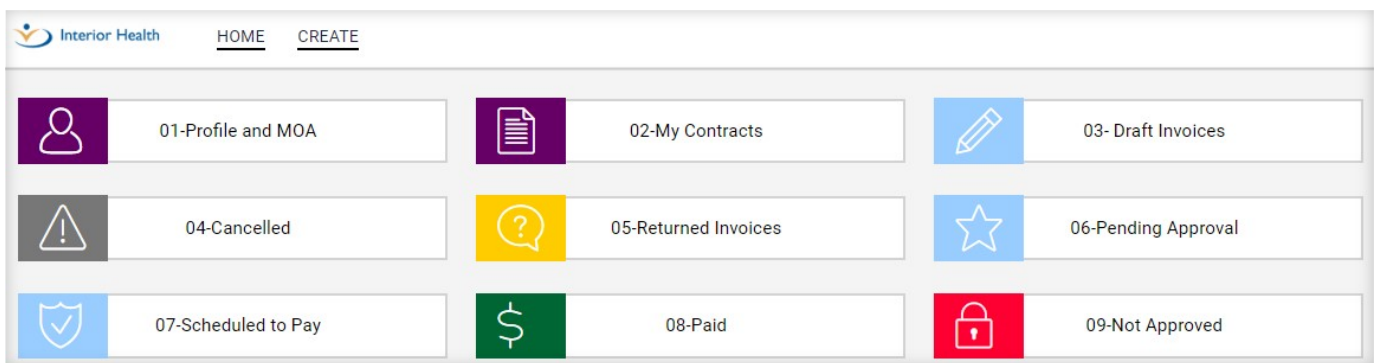
I accept: ☒

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.

- **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 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
Admin hours	Program work	Triage
		Committee Work
		Education Rounds
		Fellows Supervision
		Interdisciplinary Teaching
		Medical Student Supervision
		Program planning, development & evaluation
		Resident Supervision
		Staff Development
		Staff Meeting
		Strategic Planning