

This eBilling Guide will go over how to complete a Monthly rate invoice with alternative services.

Kern Regional Center instructions

How do I recognize an Alternative Service invoice line item?

It can be recognized with A@ at the start of the service subcode.

When do I bill for Alternative Services?

If you have:

- A certification as an alternative service vendor
- Provided alternative service to a KRC consumer from the month of January 2021 onward
- An active authorization

You can bill for alternative services in the eBilling using the instructions mentioned from pages 2 to 4.

How do I bill Alternative Services if I submit e-Attendance?

Further guidelines will be provided at a later date.

What do I bill for if the consumer I serve was provided both traditional and alternative services for the same service code and the same month of service?

If you provided both alternative and traditional services for the same consumer, the same service code and the same month of service, you are to **bill only for alternative services**.

You will also be required to select **no service** for the traditional invoice line item.

What is considered a duplicate payment?

If you bill both alternative and traditional services for the same consumer, the same service code and the same month of service, the traditional invoice line item paid will be considered as a duplicate payment. As such, it will be collected by the Accounting department.

What if I receive a payment for the same consumer, the same service code and the same month of service for both traditional and alternative services?

Communicate with KRC Accounting Department (kcarrasco@kernrc.org) the amount. This will be considered as a duplicate payment and will be collected by the Accounting department.

Updated Disclaimer

When you log into eBilling the Disclaimer Statement has a new listing #9.

“If Alternative Nonresidential Services were delivered in-person, the Provider certifies that they were in compliance with the most protective state or local COVID-19 safety guidelines in effect at the time of service delivery.”

Click Accept to continue.

Finding the Invoice

1. Select your Service Provider # and click OK on the confirmation box
2. Click on the Invoice Tab

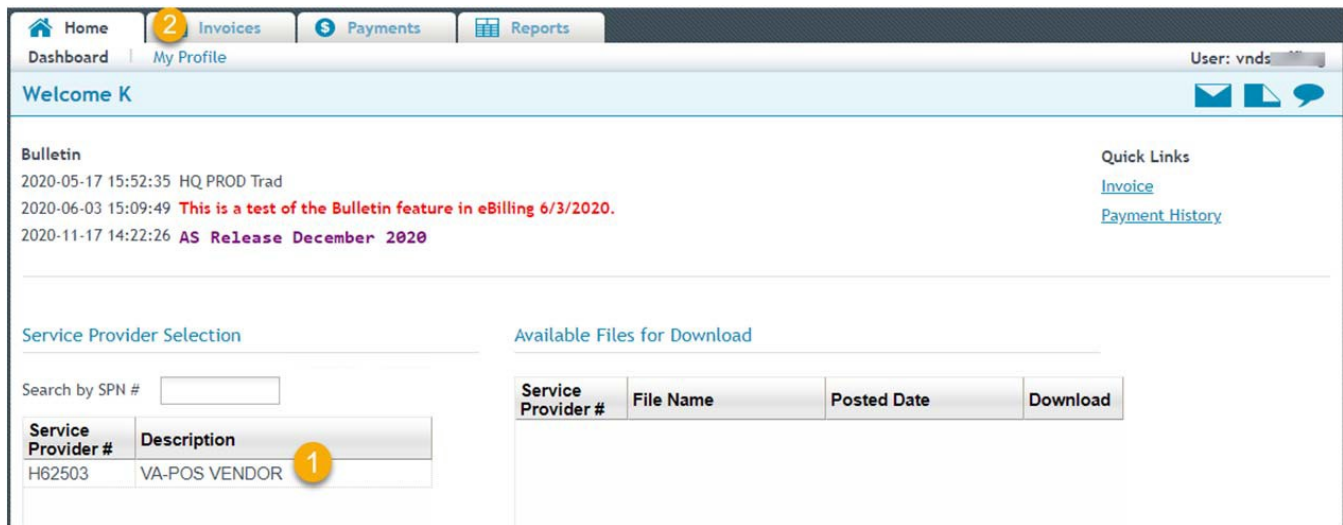


Figure 1 - eBilling Dashboard

3. On the Invoice Search screen enter the invoice number or leave all the fields blank and click on 'Search' to view all invoices.
 - All search fields are optional and do not need to be filled out

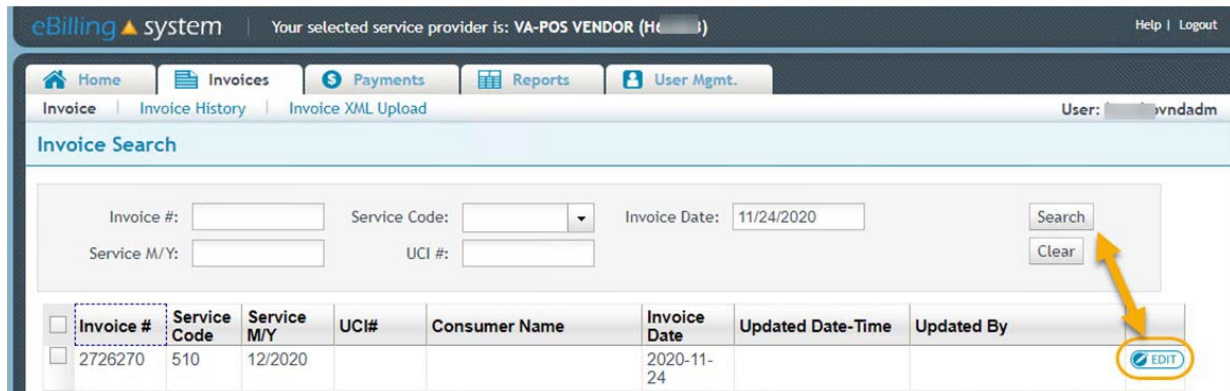


Figure 2 - Invoice Search

- Select the Edit button on the invoice line you want to complete.

The Service provider billing details screen will display.

Processing at the Invoice Summary level

- You can sort the invoice by selecting one of the column headings across the top of the invoice summary lines. Click twice to reverse the sort.
- You can select the check mark in the upper left to checkmark all invoices and apply a No Service or Defer option to the entire invoice, or you can place checkmarks next to individual lines.
- Use one of the No Service, Defer or Calendar Template buttons to apply the same details to the lines selected.
- You can use the Filter dropdown and select "Filter Unprocessed" to only display lines that still need to be completed in order to submit the invoice.

Tip: If you have only a select few lines you will complete and a majority of the invoice is no service or defer, you can apply no service or defer to all using the checkboxes, then sort/scroll through your invoice and complete individual lines as needed.

Consumer Billing Details Filter All ▾

Line #	Consumer Name	UCI #	SVC Code	SVC Subco	Auth #	Auth Date	Unit Type	Units Billed	Days Attend
<input type="checkbox"/> 1	AL-LAST AL-FIRST	57	510		20142115	07/01/19 - 06/30/20	DM		0
<input type="checkbox"/> 2	AM-LAST JA-FIRST	74	510		20135739	07/01/19 - 06/30/20	DM		0
<input type="checkbox"/> 3	AN-LAST MA-FIRST	74	510		20414951	07/01/19 - 06/30/20	DM		0
<input type="checkbox"/> 4	AP-LAST GA-FIRST	68	510		20314428	07/01/19 - 06/30/20	DM		0
<input type="checkbox"/> 5	AZ-LAST TA-FIRST	56	510		20187134	07/01/19 - 06/30/20	DM		0
<input type="checkbox"/> 6	BA-LAST MI-FIRST	74	510		20267771	07/01/19 - 06/30/20	DM		0
<input type="checkbox"/> 7	BA-LAST MI-	74	510	NONM	20316518	07/01/19 -	HD		0

No Service
 Defer
 Calendar Template
 Add Invoice Line
 Submit
 Print Invoice Details

Figure 3 - Service Provider Billing Details

Note: Once an invoice line has been updated with a selection, you can no longer update the invoice line at this higher level. If a change is needed, you will need to click on the line and go to the calendar detail entry to make changes.

Completing an Invoice with a Monthly Rate

1. Click on the invoice line you want to complete
2. Select a *check box* on the days you provided services

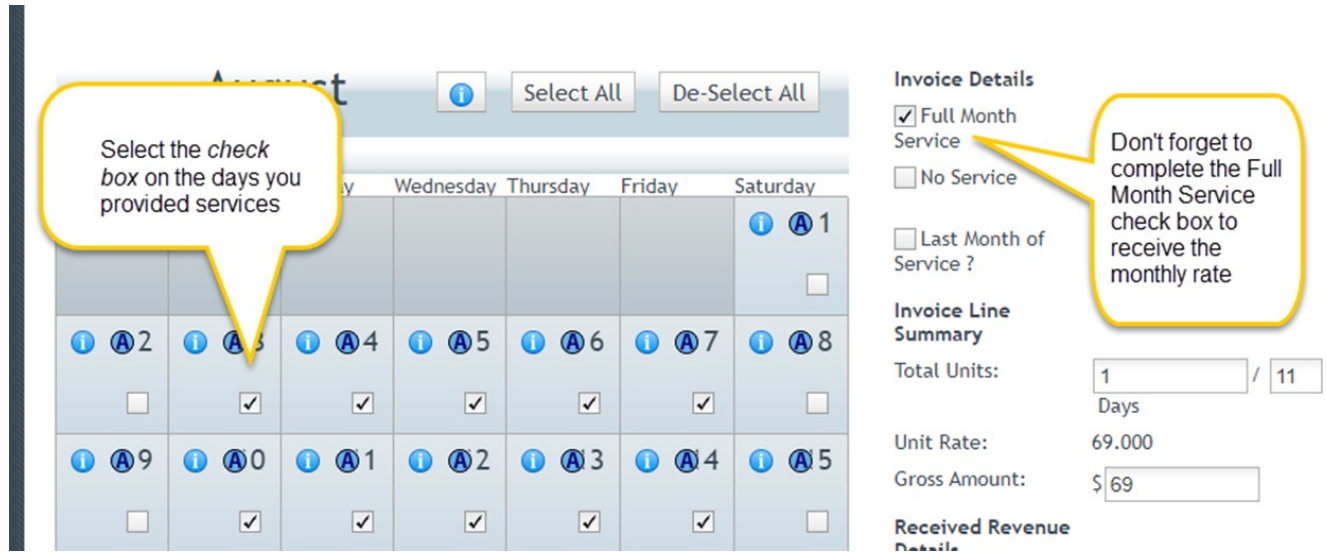


Figure 4 - Attendance Calendar Data Entry

Note: DDS Directive dated January 27, 2021 indicates that Alternative Service reporting can be made using a survey link. The **A** does not need to be selected or completed.

3. Select the **“Full Month”** checkbox to the right of the calendar. You must complete this for the monthly rate dollar amount to populate to the invoice.
4. Select **Update** to save the calendar and refresh the page **OR** select **Update Next** to save and be taken to the next invoice detail line.
5. Continue to complete the invoice.
6. When your invoice is accurate and complete, select the **Submit** button on the Service Provider Billing Details screen.