

## Invoice Reminders

A reminder from our field offices

- 1) Invoices are to be submitted to DORS, using the [DORS Invoice and Reports Portal](https://www.surveygizmo.com/s3/5681670/DORS-Invoice-Reports-Portal-062520) (<https://www.surveygizmo.com/s3/5681670/DORS-Invoice-Reports-Portal-062520>) on a regular basis;
- 2) A list of all outstanding invoices that are 60-days past due should be submitted via email to the district supervisor and regional director on a **monthly basis** - not a quarterly or annual basis;
- 3) Invoices must include the following:
  - a. consumer name,
  - b. PID,
  - c. dates of service,
  - d. type of service,
  - e. amount being billed (units and total),
  - f. provider federal ID, provider address (that matches the provider address shown on the DORS authorization),
  - g. DORS authorization number, an invoice number, and
  - h. the date of the invoice;
  - i. invoices can only include services that have been approved as part of the provider's fee schedule (see cooperative agreement).
- 4) Progress reports are required to be submitted to the referring counselor on a **monthly basis** via the [DORS Invoice and Reports Portal](https://www.surveygizmo.com/s3/5681670/DORS-Invoice-Reports-Portal-062520) (<https://www.surveygizmo.com/s3/5681670/DORS-Invoice-Reports-Portal-062520>).