HPG Invoice Entry User Guide

Organization:	Ontario Association of Community Care Access Centres (OACCAC)
Division:	IS/IT
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Prepared by:	OACCAC

Revision Log

Version No.	Version Date	Summary of Change	Changed by/Input from
0.01	November 9, 2009	Initial Draft	LVJ
0.02	November 10, 2009	Review updates	LVJ, NSP, LUL
0.03	December 1, 2009	Review updates	LVJ, NPR, LUL, FAZ, VLW
0.04	December 8, 2009	Screenshot updates	NPR, LVJ
0.05	April 13, 2010	Phase 2 enhancements	NPR, LVJ
0.06	June 22, 2010	Screenshot updates Reference to HPG Invoice Entry CBT for Providers and Vendors	V.Lewis/D Patgunarajah

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Introduction

The **HPG Invoice Entry** functionality is a replacement for MiniSAF, to be used by small Service Providers to submit invoice files (formerly known as SAF files) directly to Community Care Access Centres (CCAC's), as a request for payment of services. More than one invoice can be submitted, for a maximum of 100 line items per invoice file.

HPG Invoice Entry features:

- strong error checking: an invoice file will not be sent to CHRIS unless it is successfully validated;
- ability to search for invoice files/entered invoices, based on one or more criteria, including the Invoice/Reference #;
- ability to view, edit or delete invoice files/invoices/line items, while their status is still 'Pending' or 'Ready';
- invoices and line items can be entered at different times and invoice files can stored as 'Pending' and submitted only at specific intervals (daily, weekly, monthly, etc…);
- ability to submit multiple invoices within one invoice file;
- ability to generate, store and print invoice file reports, stating line items entered and submitted.

Invoice File Structure

HPG Invoicing is set up with the following file structure:

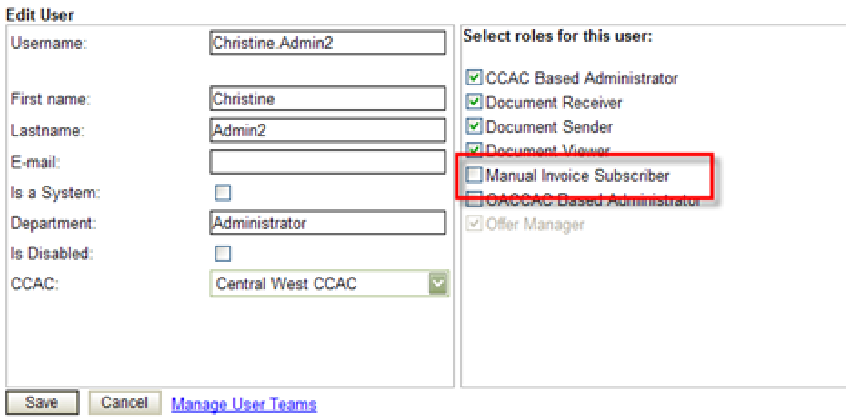
Invoice Files contain one or more Invoice(s)

Invoices contain each Line Item being billed.

Access to HPG Invoice Entry

To access the HPG Invoice Entry functionality, a Vendor/Provider must have:

- access to HPG through a login ID and a password
- the role of "Manual Invoice Subscriber" granted by a CCAC HPG Administrator:



If you have this role, the main menu bar in HPG appears with the 'Invoice Entry' option enabled:

Otherwise, the 'Invoice Entry' option is grayed out:

Adding an Invoice File

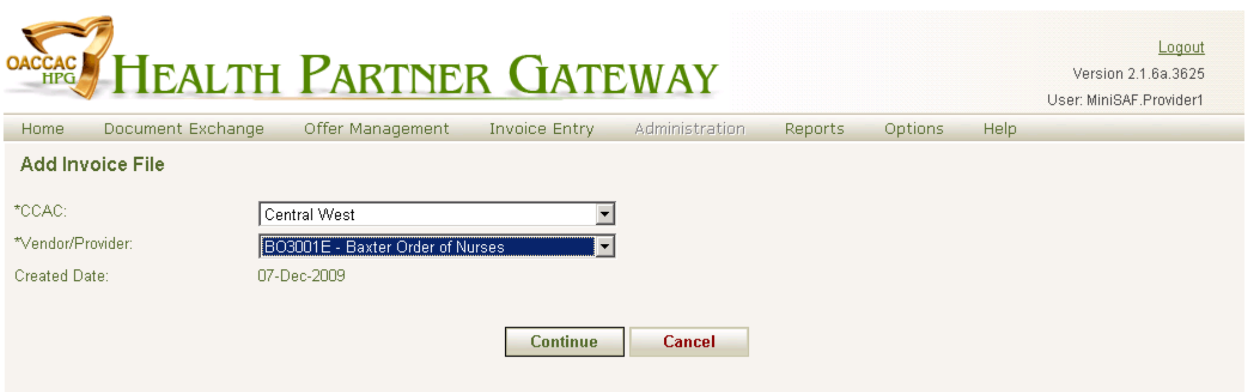
To add an invoice file:

1. Click on '**Invoice Entry'**, in the HPG main menu.
2. Select '**Add Invoice File'**.

3. Select the CCAC that you wish to invoice, from the 'CCAC' drop-down list.
   NOTE: if you only have one CCAC that you are affiliated with, only one CCAC will display in the drop down.
4. Select the Vendor/Provider organization code from the 'Vendor/Provider' drop-down list.

	If you belong to both Vendor and Provider organizations, the drop-down list displays both codes and descriptions.

The 'Created Date' display is automatically populated with the current date.



5. Click on **Continue** to save the Invoice File. The Invoice File status is now 'Pending'. Navigate to the Add New Invoice page
   If you want to not save what you have entered, click on **Cancel**. This clears the Add Invoice File.

Invoice Level

The page header in the Add New Invoice page, just below the HPG main menu, displays the following information:

- The CCAC selected in the Add Invoice File page;
- The system-generated ‘Invoice File ID’;
- The Vendor/Provider organization code selected in the Add Invoice File page, as well as the description;
- The Invoice File status, i.e. ‘Pending’;
- The date the Invoice File was created;
- The type of items being invoiced, according to the Vendor/Provider organization code selected (e.g. ‘Purchase Services’ or ‘Medical Equipment & Supply’);
- The name of the user that created the invoice file.

You can select an action to perform from the ‘Action’ drop-down list.

> ‘Delete’ is always displayed in the ‘Action’ drop-down list, while the Invoice File status is ‘Pending’.
>
> If at least one Line Item is entered under an Invoice, the following options are also offered:
>
> - Finish Entry: Saves the invoice and navigates back to the **Add New Invoice** page;
> - Generate Invoice File Report (see the section on page 22, for more details).
>
> The ‘Action’ drop-down list is disabled once the invoice file is ‘Submitted’.

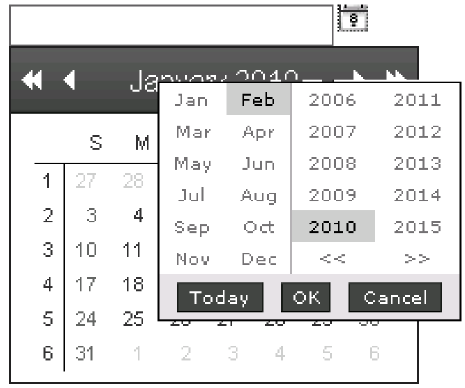
Adding a New Invoice to the Invoice File

Invoices are added to the Invoice File under the **Invoice** Tab. You default in this tab when adding a New Invoice File, but can navigate to this tab by locating the Invoice File and clicking on the Invoice Tab.

In the Add New Invoice page,

1. Enter a unique 'Invoice/Reference number'.
2. Select the 'Invoice Date' by clicking on the icon, at the right of the related field:

The calendar appears just below the field:



- Click on a date to select it;
- Click on or to move back/forward by three months;
- Click on or to move back/forward by one month;
- Click on the 'Month Year' header, to view a pop-up selection of months and years:
  - Click on the desired month, then the year and click on OK;
  - Click on << or >> to view the previous/next 10 years in the selection;
  - Click on Today to select the current month and year;
  - Click on Cancel to close the pop-up selection.

3. Click on Continue to save the invoice information to the 'Pending' Invoice File. Continue will open the **Add Line Items** page.

   If you want to not save what you have entered, click on Cancel. This clears the Add Invoice page.

Line Items Level

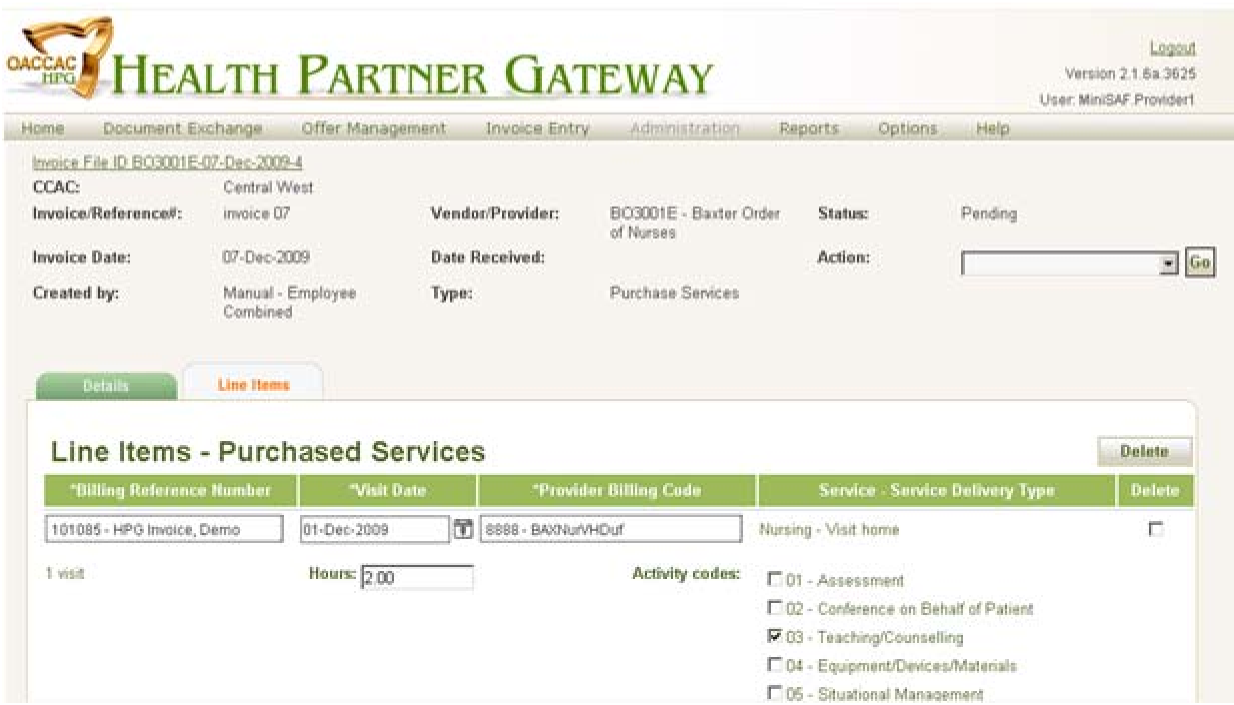
The page header, in the **Line Items - Purchased Services** page, just below the HPG main menu, displays the same information as mentioned on page 5, along with:

- The 'Invoice/Reference#' as specified by the user in the **Add New Invoice** page;
- The date the invoice was first entered, in 'Invoice Date';
- The date the invoice was submitted ('Date Received');

  This display remains blank ('—') while the invoice processing status is 'Pending'.

You can select an action to perform from the 'Action' drop-down list.

	'Delete' is always displayed in the 'Action' drop-down list, while the invoice processing status is 'Pending'. The 'Action' drop-down list is disabled once the invoice processing status is 'Submitted'.



Adding a Purchased Services Line Item to an Invoice

Line Items are added to the Invoice under the **Line Items** Tab. You default in this tab when adding a New Invoice, but can navigate to this tab by locating the Invoice File & Invoice and then clicking on the Line Items Tab.

In the **Line Items - Purchased Services** page,

1. Click on **Add Line Item**.
2. Find the client that you wish to invoice, by selecting the 'Billing Reference Number' from the corresponding smart-lookup field.

NOTE: this information is found on the Service Referral Document sent by the CCAC:

Community Care Access Centre CCAC
CASC Centre d'accès aux soins communautaires

Toronto Central Community Care Access Centre

Service Referral (New)

Provider Name: Baxter Order of Nurses
Assign Staff Name:
Referral Type: Home Care
Billing Referrence Number: 100591
Tracking ID: 79694ecf-6f16-4719-9935-5747c74bd942
SRC Code:

Offer ID: 1000859
Offer Date/Time: 08-Aug-2008 8:59 AM EDT
Provider Assignment ID: 1000859
Transmission Date/Time: 08-Aug-2008 9:00 AM EDT
Provider Contract Code: BAXNURHCSRN

Provider Notification Notes: test

Name: Adams, Kevlar (100340) **Primary Phone Number:**
Preferred Name:
HCN: -- **Version Code:** --
Treatment Address: 777 Main Street Bolton, Ontario N9P 4S5
Treatment Phone Number: 905-686-9595
Treatment Directions:

Client Risk Code:
Referral Team: North Team - North Team
Referral Caseload: BarotSamir North - Samir Barot's North Caseload
Caseload Staff: Barot, Samir;
Initial Offer Contact Name: AL-Zahra, Fatima
Sender :

3. Select the date the visit occurred by clicking on the icon, at the right of the 'Visit Date' field.

   See page 7 for instructions on how to select a date.

4. Select the correct 'Provider Billing Code' for the line item.

   Only provider billing codes that correspond to the entered 'Billing Reference Number' are displayed in the drop-down list.

   The 'Service-Service Delivery Type' display is automatically populated once the 'Billing Reference Number' and the 'Provider Billing Code' are specified.

   The 'Visit' display also appears once the 'Provider Billing Code' is selected, indicating if the type of service delivered was a visit (default is always '1').

5. Enter the number of hours the visit lasted in the 'Hours' field, in decimal format (up to two digits after the period, for example 3.02).

6. The 'Activity Codes' list is automatically populated, according to the service type.

   Select the appropriate activity codes, by checking their boxes in the list:

Services Common to All Disciplines

01 Assessment e.g. physical, functional, financial, psychosocial, environment, initial and ongoing and/or follow-up;

02 Conference on Behalf of Patient Conferences organized on behalf of the patient under the auspices of the Home Care Program;

03 Teaching/Counselling i.e. advising, instructing, supporting, interpreting, demonstrating, planning and problem solving: to include patient and/or significant other;

04 Equipment/Devices/Materials i.e. selection, design and training in the use of.

05 Situational Management Dealing with unexpected changes in the family situation.

09 Not Seen/Not Found Self-explanatory.

	Nursing *10 Assistance with Personal Care* (e.g. foot care, hair care, bath mouth care); *11 Dressing* Care of wound; *12 Injection* Introduction of medication subcutaneously or intramuscularly; *13 Vital Signs* Signs of life as related to a specific illness (i.e. temperature, pulse (apex and radial), respiratory, blood pressure, weight); *19 Other Treatment* (e.g. IV therapy, enemata, ostomy care, cataract care, collection of blood, monitoring medications). **Physiotherapy** *50 Exercise* Specific routines or techniques to increase or maintain strength, mobility, balances, coordination and chest care; *51 Supplementary Testing* Methods used to ascertain functional level including tolerance testing; *52 Monitor Physical Functional Capability* Self-explanatory; *53 Modality* Use of mechanical and/or physical agents. **Occupational Therapy** *60 Functional Restoration* Personal care, dressing, eating, postural exercise, diet, medications, toilet, sex, locomotion, transfers, transportation; *61 Household Management* Organization and management of household, meals, money, marketing, laundry, etc…; *62, 63 Energy Conservation/Work Techniques Simplification* Self-explanatory; *64 Psycho/Social Adjustments* Interpersonal relationships/socialization. Family dynamics (child management, etc…); *69 Vocational/Avocational* Work readiness, play techniques, use of leisure. **Speech Therapy** *40 Language Therapy* Comprehension and expression of the symbols of human communication; *41 Articulation Therapy* Intelligibility of speech and sound production; *42 Voice Therapy* Loudness, pitch, clarity and sound production; *43 Rate Therapy* Rate and/or rhythm of utterance; *44 Hearing Therapy* Listening skills, lip reading.

	Social Work *20 Individual Therapy/Counselling* Therapy and advice in a one to one relationship. Problems may have an emotional basis or be concrete ones of daily living; *21 Family and Marital Therapy* When the family unit or marital relationship is the therapy focus; *22 Group Therapy* When two or more persons interact in problem solving, e.g. coping with cancer; *23 Community* Planning, developing, implementing, evaluating activities in support of Home Care Program Objectives, e.g. liaison with social agencies, in-service education. **Homemaking** *90 Housekeeping* e.g. light housekeeping, laundry; *91 Child Care* Self-explanatory; *92 Personal Care* Under direction of the nurse or therapist, provides supervision of: bath, dressing, transfers, feeding medications, walking and communication; *93 Meal Preparation/Special Diets* e.g. diet supervision, advanced preparation of meals; *94 Shopping* Self-explanatory; *99 Other* e.g. outings, banking, accompanying patient to appointments.

	The ‘Delete’ check-box is necessary to delete line item activities. Check the ‘Delete’ box for each activity that you wish to delete, then click on Delete.

7. Click on Save to save the line item information to the Invoice. A new Line Item can now be added to the Invoice by repeating Steps 2-7

OR

Click on Save and Add New Invoice to save the Line Item information and current Invoice. You are presented with the Add Invoice Page and from there can add a new Invoice

OR

Click on Finish and Add New Invoice File to save the Line Item information and current Invoice and Invoice File. You are presented with the Add New Invoice page and from there can add a new Invoice File

The Invoice File status is changed to ‘Submitted’ and the ‘Date Received’ display is set to the current date.

OR

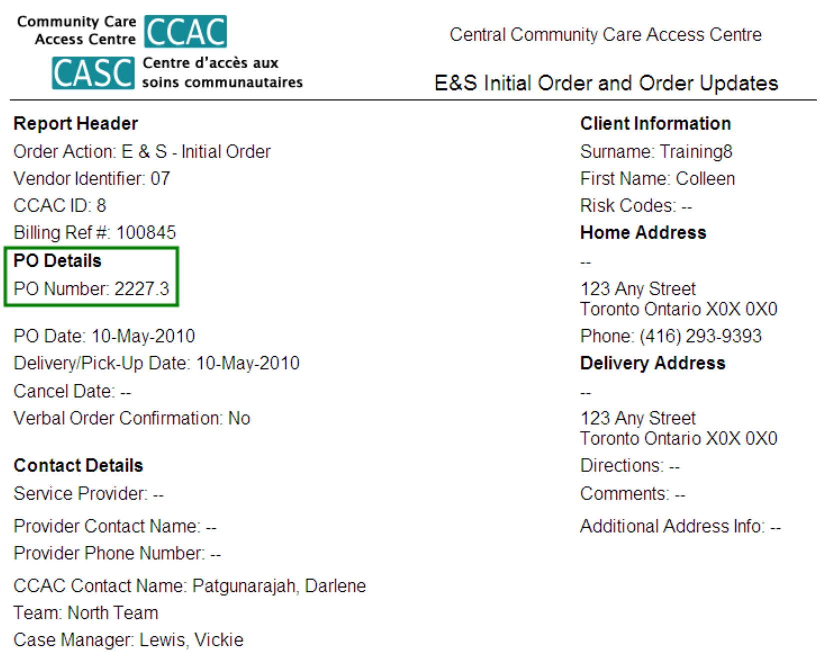
Click on Finish to save the Line Item and the Invoice File and submit the file to the CCAC for processing. The Invoice File status is changed to ‘Submitted’ and the ‘Date Received’ display is set to the current date.

Adding an Equipment or Supply Line Item to the Invoice

Line Items are added to the Invoice under the **Line Items** Tab. You default in this tab when adding a New Invoice, but can navigate to this tab by locating the Invoice File & Invoice and then clicking on the Line Items Tab.

In the **Line Items - Medical Equipment & Supply** page,

1. Click on **Add Line Item**
2. Find the Purchase Order, by selecting the 'P.O' from the corresponding smart-lookup field. NOTE: this information is on the Equipment & Supply Order form:



Community Care Access Centre CCAC
CASC Centre d'accès aux soins communautaires

Central Community Care Access Centre

E&S Initial Order and Order Updates

Report Header
Order Action: E & S - Initial Order
Vendor Identifier: 07
CCAC ID: 8
Billing Ref #: 100845

PO Details
PO Number: 2227.3

PO Date: 10-May-2010
Delivery/Pick-Up Date: 10-May-2010
Cancel Date: --
Verbal Order Confirmation: No

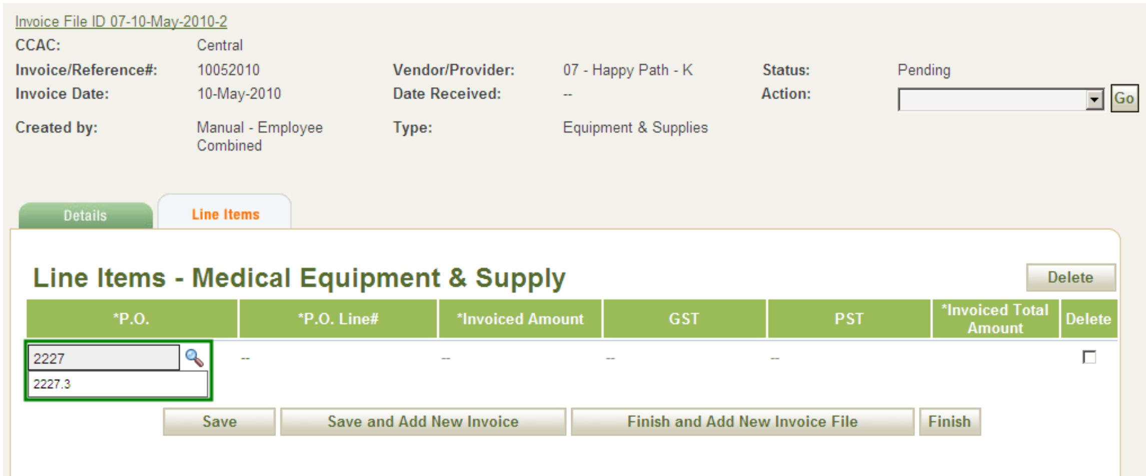
Contact Details
Service Provider: --
Provider Contact Name: --
Provider Phone Number: --
CCAC Contact Name: Patgunarajah, Darlene
Team: North Team
Case Manager: Lewis, Vickie

Client Information
Surname: Training8
First Name: Colleen
Risk Codes: --

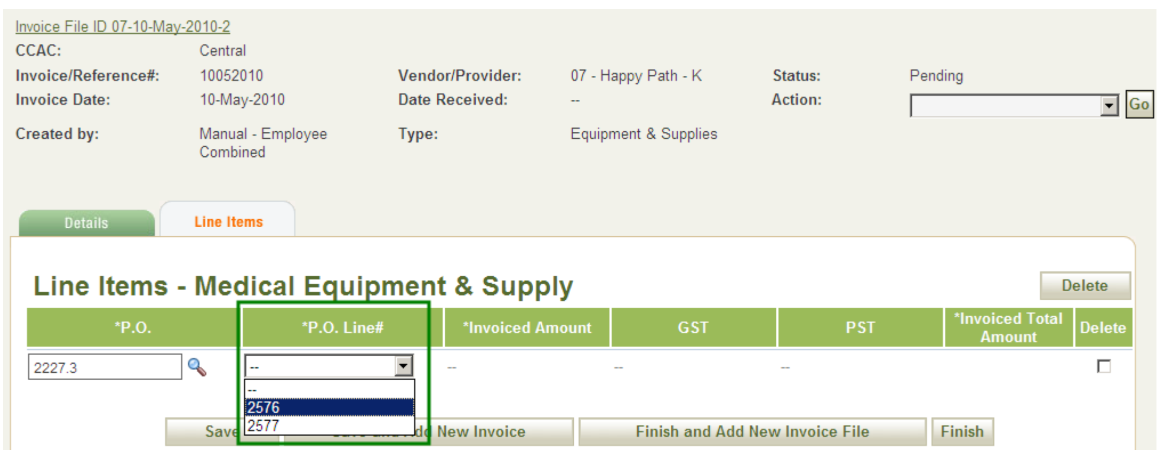
Home Address
--
123 Any Street
Toronto Ontario X0X 0X0
Phone: (416) 293-9393

Delivery Address
--
123 Any Street
Toronto Ontario X0X 0X0
Directions: --
Comments: --
Additional Address Info: --

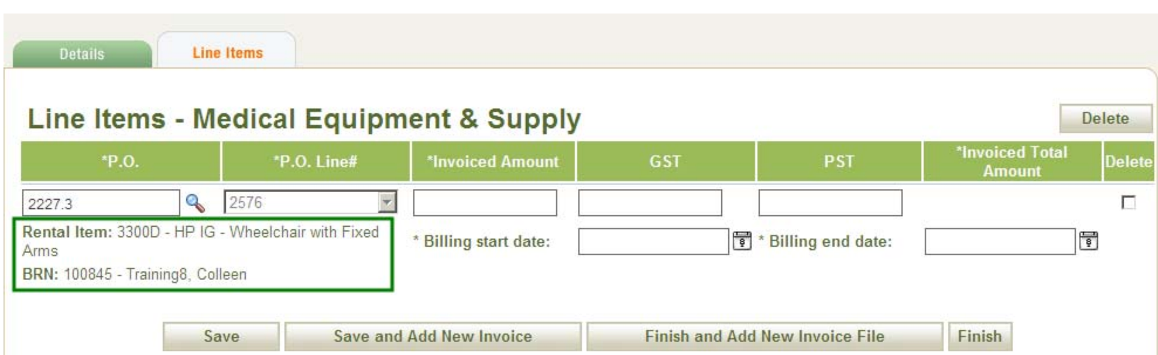
Enter the P.O. number in the smart look-up field:



3. Select the Purchase Order Line Number from the ‘P.O. line #’ drop-down list:



Upon selection of the P.O. and the P.O. Line #, the item will populate and the Billing Reference Number (BRN), the surname and the first name of the client related to the P.O. number will display:

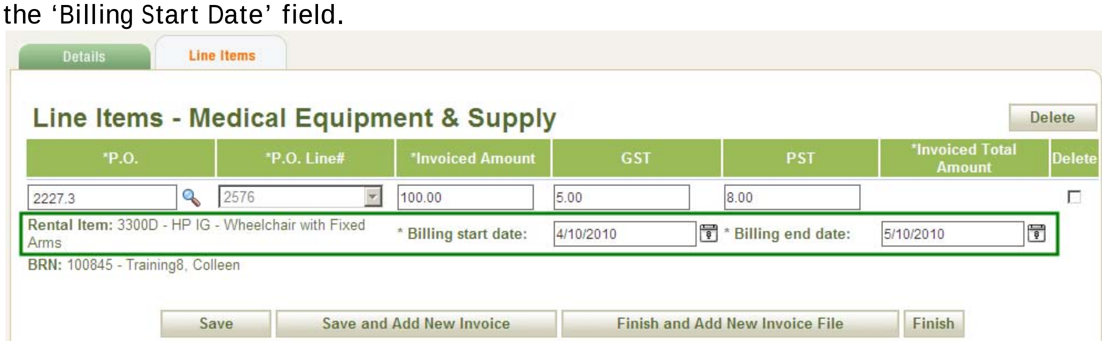


4. Enter the amount billed for the item or equipment, in the ‘Invoiced Amount’ field.
5. Enter the GST amount for the item or equipment, in the ‘GST’ field.
6. Enter the PST amount for the item or equipment, in the ‘PST’ field.

> The 'Delete' check-box is necessary to delete line item activities.
>
> Check the 'Delete' box for each activity that you wish to delete, then click Delete.

The 'Invoiced Total' amount is calculated automatically after Saving the line item.

7. For a 'Rental' item, select the Rental Start Date by clicking on the icon, at the right of the 'Billing Start Date' field.



For a 'Purchase' item, specify the 'Quantity billed' in the related field:

8. For a 'Rental' item, select the Rental End Date by clicking on the icon, at the right of the 'Billing End Date' field.

   For a 'Purchase' item, select the Delivery Date by clicking on the icon, at the right of the 'Delivery Date' field.

9. Click on Save to save the line item information to the Invoice. The Invoiced Total Amount field will populate with the automatic calculation. A new Line Item can now be added to the Invoice by repeating Steps 2-9

OR

Click on Save and Add New Invoice to save the Line Item information and current Invoice. You are presented with the Add Invoice Page and from there can add a new Invoice

OR

Click on Finish and Add New Invoice File to save the Line Item information and current Invoice and Invoice File. You are presented with the Add New Invoice page and from there can add a new Invoice File

The Invoice File status is changed to 'Submitted' and the 'Date Received' display is set to the current date.

OR

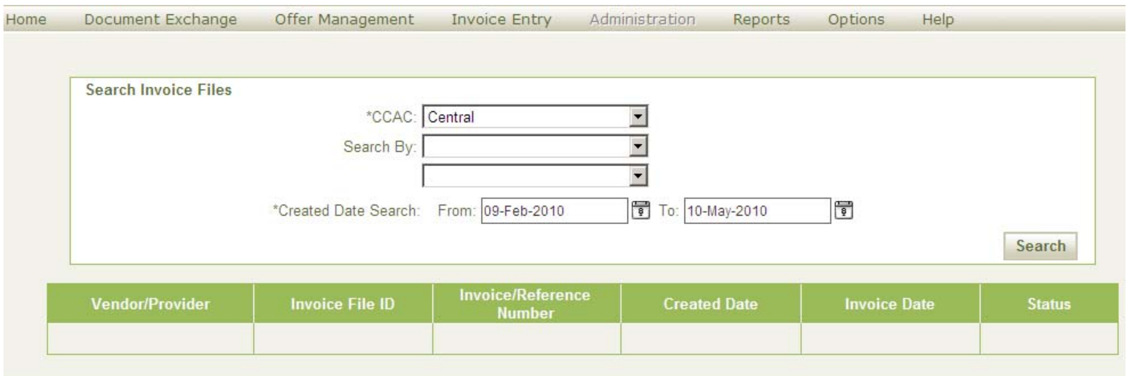
Click on Finish to save the Line Item and the Invoice File and submit the file to the CCAC for processing. The Invoice File status is changed to 'Submitted' and the 'Date Received' display is set to the current date.

Searching for an Invoice File or an Invoice

To search for an invoice file or an invoice:

1. Click on ‘Invoice Entry’, in the HPG main menu.
2. Select ‘Search Invoice’.
3. In the search page that appears, if only one team has been specified, the ‘CCAC’ field is automatically populated with that value (mandatory field)

   Otherwise, select the CCAC to which the invoice was addressed, from the drop-down list.



4. Select the type for the first search criteria from the first ‘Search By’ drop-down list (optional)

   You can search by:

   - Invoice File ID (an example of search results is presented on page 20);
   - Invoice Reference Number (an example of search results is presented on page 20);
   - Vendor or Provider;

	If the user belongs to both Vendor and Provider organizations, the system displays both types as selections in drop-down list.

   - Invoice Status;
   - Invoice Date.

5. Select the specific value to search for as the first search criteria, from either the drop-down or smart-lookup list displayed at the right of the ‘Search By’ field.
6. Repeat steps 4 and 5 for the second search criteria, using the second set of fields (optional)
7. You can also search for invoices created within a certain range of dates, by selecting the ‘From’ icon and then the ‘To’ icon, at the right of the ‘Created Date’ field, and specifying the start and end dates of the search range (mandatory)

   See page 7 for instructions on how to select a date.

   By default, the ‘To’ field is populated with the current date and the ‘From’ field with the date exactly three months prior to the current date.

8. Click on Search

The results are displayed in the form of a grid, where the columns are:

- The ‘Vendor/Provider’ organization code;
- The system-generated ‘Invoice File ID’;
- All the associated ‘Invoice/Reference #’ (there can be more than one);
- The date the invoice file was created, in ‘Created Date’;
- The date the invoice file was first entered, in ‘Invoice Date’;
- The invoice processing ‘Status’, e.g. ‘Pending’ or ‘Submitted’.

Provider	Invoice File ID	Invoice/Reference Number	Created Date	Invoice Date	Status
BO3001E - Baxter Order of Nurses	BO3001E-07-Dec-2009-4	invoice 07	07-Dec-2009	07-Dec-2009	Pending
BO3001E - Baxter Order of Nurses	BO3001E-07-Dec-2009-3		07-Dec-2009	07-Dec-2009	Submitted
BO3001E - Baxter Order of Nurses	BO3001E-07-Dec-2009-2		07-Dec-2009	07-Dec-2009	Submitted
BO3001E - Baxter Order of Nurses	BO3001E-07-Dec-2009-1	HPGInv1	07-Dec-2009	07-Dec-2009	Submitted
BO3001E - Baxter Order of Nurses	BO3001E-03-Dec-2009-1		03-Dec-2009	03-Dec-2009	Submitted
BO3001E - Baxter Order of Nurses	BO3001E-02-Dec-2009-2	334	02-Dec-2009	01-Dec-2009	Pending

By default, the first page of the results is displayed.

A maximum of twenty results are displayed in each page.

To view page 2, 3, etc… of the results list (if they exist), click on the appropriate number, 1 2 3 4 5 in the bottom-right corner of the page.

By default, the results are sorted in descending order by ‘Vendor/Provider’, then by ‘Created Date’.

Search results can be sorted according to any column except ‘Invoice/Reference #’ and ‘Invoice Date’, by clicking on the column name in the header and then on the icon that appears.

When sorting a column:

- the first click sorts the column in ascending order;
- the second click sorts the column in descending order;
- the third click displays the default sort.

9. To work with a particular invoice, click on the 'Invoice File ID' link associated with it, to navigate to the **Invoice File Details** page and follow the procedures presented further on in this document.

Viewing the Invoice List

To view the list of invoices in a file:

1. Use the **Search Invoice File** page to find the specific invoice file.
2. In the **Invoice File Details** page, click on the 'Invoices' tab (if not already in it).

The page header, in the **Invoices** tab/page, just below the HPG main menu, displays the same information as mentioned on page 5.

You can select an action to perform from the 'Action' drop-down list.

> 'Delete' is always displayed in the 'Action' drop-down list, while the invoice file status is 'Pending'.
>
> If at least one line item is entered under an invoice, the following options are also offered:
>
> - Generate Invoice File Report (see the section on page 22, for more details).
>
> The 'Action' drop-down list will only offer Generate Invoice File Report once the invoice file is 'Submitted'.

The list of invoices is presented in the form of a grid, with the following values:

- The 'Invoice #' as specified by the user in the **Add New Invoice** page;
- The date the invoice was first entered, in 'Invoice Date';
- The date the invoice was submitted to the CCAC ('Date Invoice Received');

  This display remains blank ('—') while the invoice processing status is 'Pending'.
- The invoice processing status, e.g. 'Pending' or 'Submitted'.

	By default, the first page of the invoice list is displayed. Twenty invoices are displayed in each page. To view page 2, 3, etc… of the list (if they exist), click on the appropriate number, in the bottom-right corner of the **Invoices** tab/page. 1 2 3 4 5

To add an invoice to the invoice file, click on Add Invoice to navigate to the **Add New Invoice** page, and follow the procedure introduced on page 6.

Generating an Invoice File Report

To generate an Invoice File Report:

1. Use the **Search Invoice** page to find and view the invoice file that you wish to report on, as shown starting on page 16.
2. From the 'Action' drop-down list, select 'Generate Invoice File Report'.

   NOTE: The Invoice File must be have Pending status with at least one Line Item entered in order for the 'Generate Invoice File Report' to be available in the Action drop-down list.

   A report file is generated, in PDF format, which should look similar to this (for 'Purchased Services'):

CCAC: Central West
Report Name: Invoice File Report

Invoice File ID:	BO3001E-07-Dec-2009-4	**Vendor/Provider:**	BO3001E - Baxter Order of Nurses		
Received/Created Date:	07-Dec-2009	**Type:**	Purchase Services	**HPG Team/Created by:**	Manual - Employee Combined
Invoice #	**Invoice Date**	**Date Invoice Received**			
invoice 07	07-Dec-2009				
BRN#	**Provider Billing Code**	**Service - Service Delivery Type**	**Visit Date**	**Visit**	**Hours**
101085	8888 - BAXNurVHDuf	Nursing - Visit nursing home	01-Dec-2009	1	2.00
101085	8888 - BAXNurVHDuf	Nursing - Visit nursing home	05-Dec-2009	1	1.00
Invoice Totals				2	3.00
Invoice #	**Invoice Date**	**Date Invoice Received**			
invoice 15	02-Dec-2009				
BRN#	**Provider Billing Code**	**Service - Service Delivery Type**	**Visit Date**	**Visit**	**Hours**
Invoice Totals				0	0
Invoice File Totals				2	3.00

and this (for 'Equipment &* Supplies'):

CCAC: Central East
Report Name: Invoice File Report

Invoice File ID:	20070915BAX		Vendor/Provider:	B5002 - Baxter			
Received/Created Date:	06-Jun-2007		Type:	Medical Equipment and Supply	HPG Team/Created by:		Manual - Smith, Jane
Invoice #		Invoice Date	Date Invoice Received				
PR0000671		07-Sep-2007	09-Sep-2007				
P.O.	P.O. Line Number	Item Description	Line Item Type	Invoiced Amount	GST	PST	Invoiced Total Amount
1101.1	02	1024 - IV Pole	Rental	$75.00	$4.50	$6.00	$85.50
Billing Start Date: 06-Jul-2007		Billing End Date: 06-Aug-2007					
BRN: 12345 - Smith, James							
P.O.	P.O. Line Number	Item Description	Line Item Type	Invoiced Amount	GST	PST	Invoiced Total Amount
1101.1	03	2514 - Bath Bench	Purchase	$40.00	--	--	$40.00
Quantity: 10 boxes		Delivery Date: 10-Aug-2007					
BRN: 14789 - Fields, Sarah							
Invoice Totals					$4.50	$6.00	$6.00
Invoice File Totals					$4.50	$6.00	$6.00

Deleting an Invoice File

The page header, in the **Line Items - Purchased Services** or **Line Items - Medical Equipment and Supply** page, just below the HPG main menu, displays the same information as mentioned on page 5.

The invoice file details are basically the same values as in the header, along with the following fields:

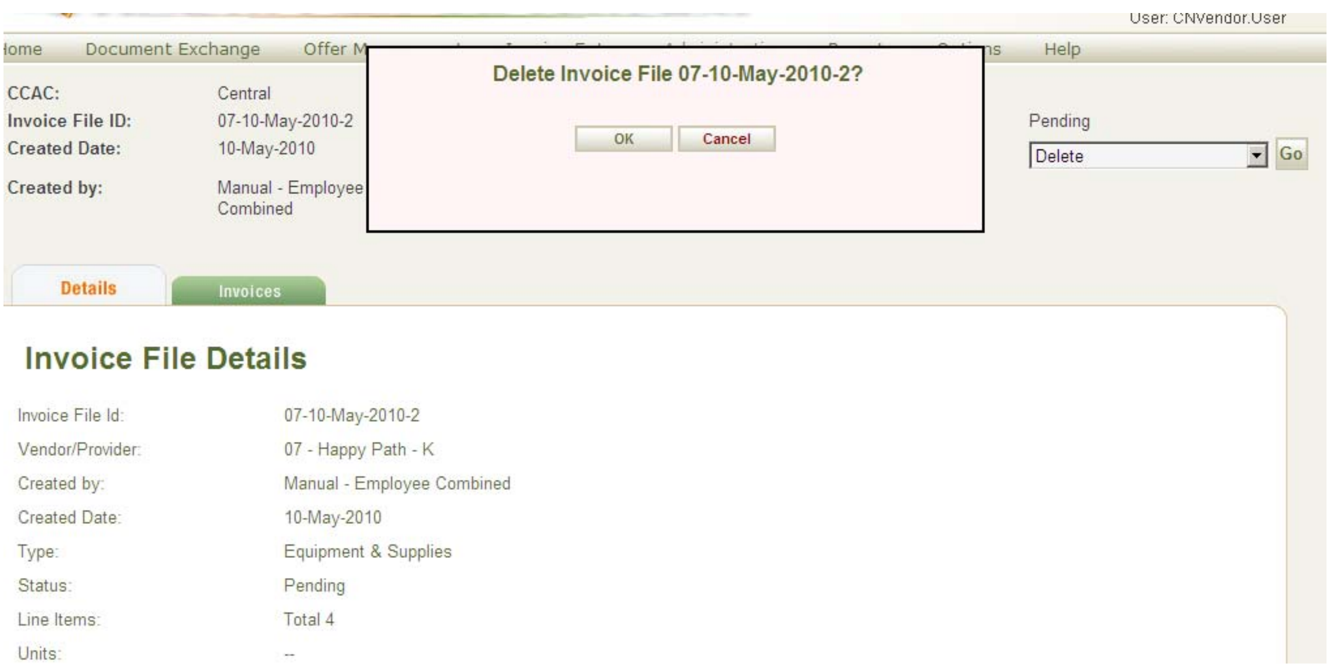
- The total number of 'Line Items' in the invoice file;
- The total number of 'Units' (the total number of visits and/or hours billed added together, for example, if you bill for one visit and a visit lasts two hours, the system calculates the units as 3), in the invoice file.

To delete an invoice file:

1. Use the **Search Invoice** page to find and view the invoice file that you wish to delete, as shown starting on page 16.

   The status has to be 'Pending'.
2. In the **Invoice File Details** page, click on the 'Details' tab (if not already in it).
3. Select 'Delete' from the 'Actions' drop-down list and click 'Go'
4. In the confirmation dialog that appears, click on Continue to delete the invoice file or on Cancel to cancel the action without deleting the invoice file.

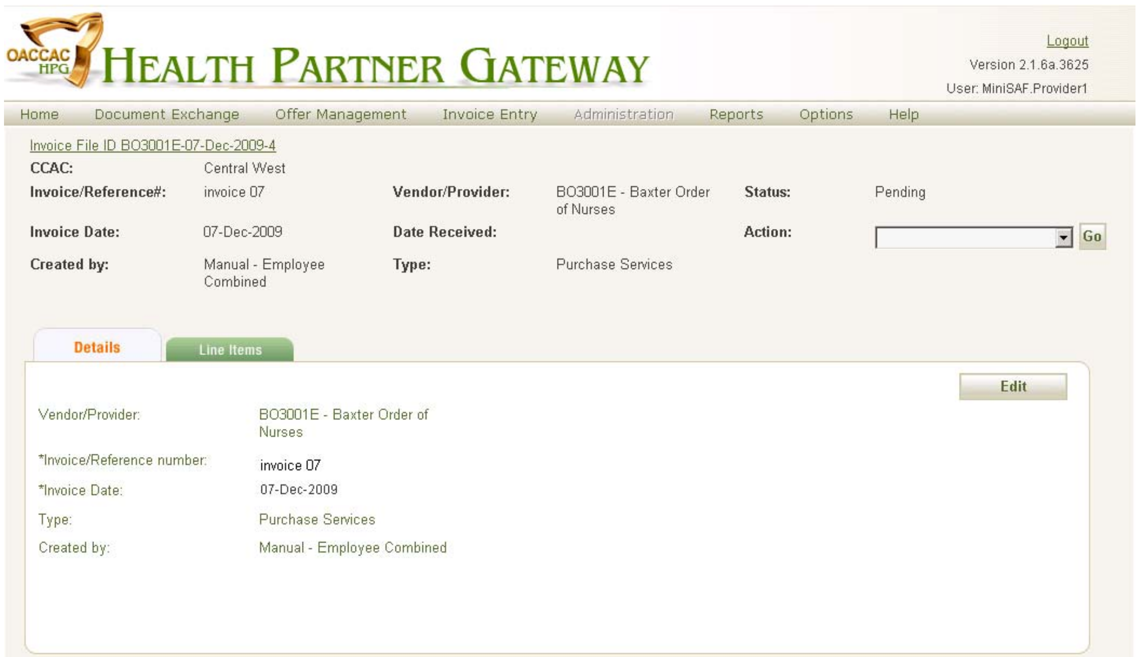
   In both cases, the system then navigates back to the **Search Invoice** page.



Viewing Invoice Details

To view an invoice's details:

1. Use the **Search Invoice** page to find the invoice that you wish to view/edit, as shown starting on page 16.
2. In the **Invoice Details** page, click on the 'Details' tab (if not already in it):



The page header in the **Invoice Details** page, just below the HPG main menu, displays the following information:

- The 'CCAC' selected in the **Add Invoice File** page;
- The system-generated 'Invoice File ID';
- The 'Invoice/Reference #' as specified by the user in the **Add New Invoice** page;
- The date the invoice was first entered, in 'Invoice Date';
- The name of the user that entered the invoice;
- The Vendor/Provider organization code selected in the **Add Invoice File** page;
- The date the invoice was submitted ('Date Received');

  This display remains blank ('—') while the invoice processing status is 'Pending';
- The type of items being invoiced, according to the Vendor/Provider organization code selected (either 'Purchase Services' or 'Equipment & Supplies');
- The invoice processing status, e.g. 'Pending' or 'Submitted'.

> 'Delete' is always displayed in the 'Action' drop-down list, while the invoice processing status is 'Pending'.
>
> The 'Action' drop-down list is disabled once the invoice is 'Submitted'.

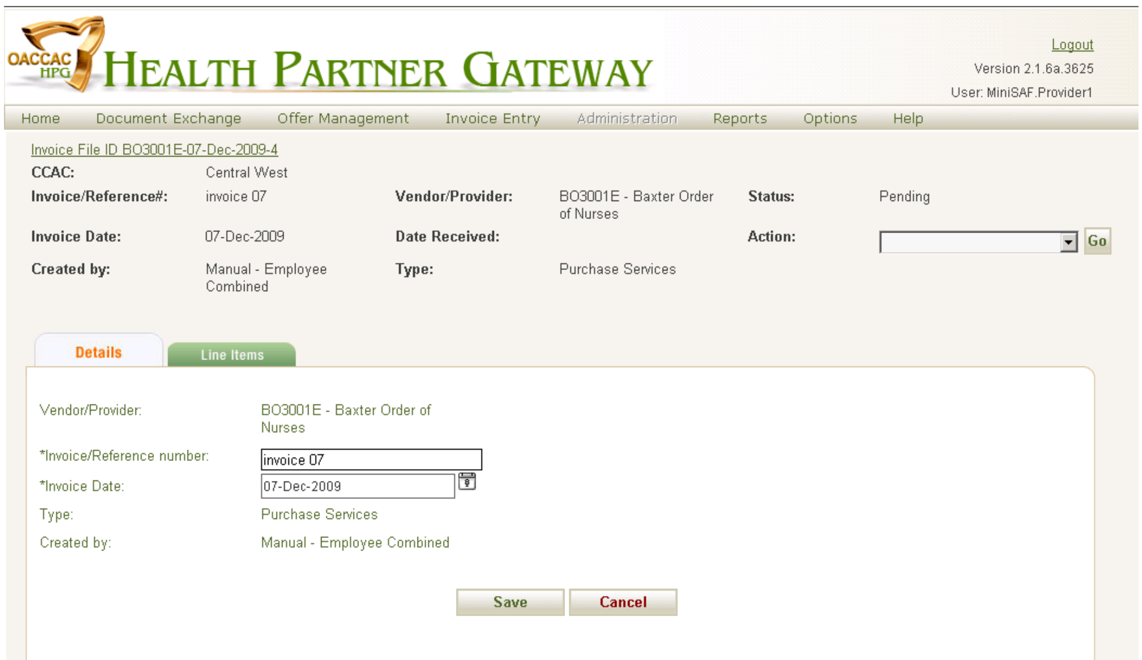
The invoice details are basically the same values as in the header.

Editing Invoice Header Details

To edit a 'Purchased Services' or 'Equipment & Supplies' invoice's header details (the invoice file status must be 'Pending' and have at least one line item entered):

1. Use the **Search Invoice** page to find the invoice that you wish to view/edit, as shown starting on page 16.
2. In the **Invoice Details** page, click on the 'Details' tab (if not already in it):
3. Click on Edit

   The Invoice/Reference number field and the Invoice Date field become editable:



4. Change the 'Invoice/Reference #' or the 'Invoice Date', if necessary.
5. Click on Save, to keep the changes and save the invoice or on Cancel to discard the changes.

   In both cases, the system then navigates to the **Invoice Details** page.

Deleting an Invoice

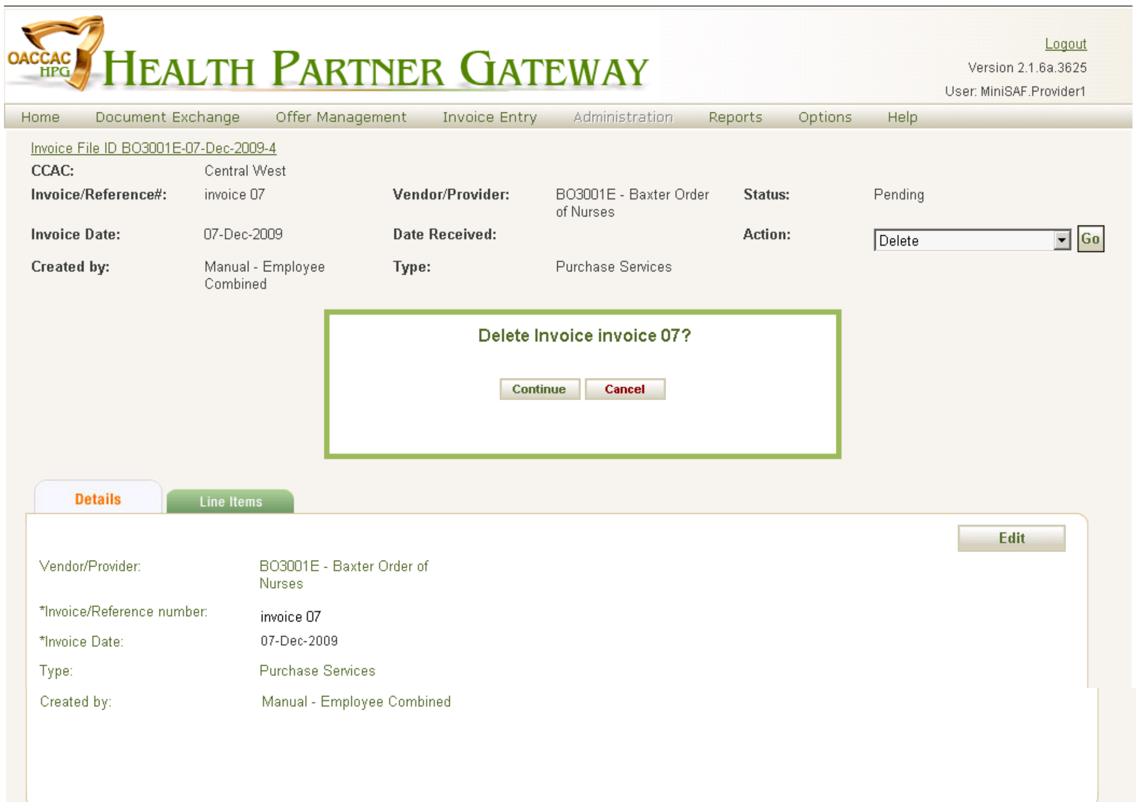
To delete an invoice:

1. Use the **Search Invoice** page to find the invoice that you wish to delete, as shown starting on page 16.

   Its status has to be 'Pending'.

2. In the **Invoice Details** page, click on the 'Details' tab (if not already in it).

3. Select 'Delete' in the 'Action' drop-down list:



4. In the confirmation dialog that appears, click on **Continue** to delete the invoice or on **Cancel** to cancel the action without deleting the invoice.

   In both cases, the system then navigates back to the **Search Invoice** page.

Viewing an Invoice's Line Items

Purchased Services

To view all the line items belonging to a 'Purchased Services' invoice:

1. Use the **Search Invoice** page to find the invoice that you wish to view/edit, as shown starting on page 16.
2. In the **Invoice Details** page, click on the 'Line Items' tab (if not already in it).

The page header, in the **Line Items** tab/page, just below the HPG main menu, displays the same information as mentioned on page 24.

The line items list appears as a grid showing, for each line item, the following values:

- The unique 'Billing Reference Number', as specified by the user who created the line item;
- The 'Visit Date', indicating the date the visit occurred;
- The 'Provider Billing Code', as specified by the user who created the line item;
- The 'Service Delivery Type' populated by the system;
- The line item 'Status', e.g. 'Ready' or 'Submitted'.

You can select an action to perform from the 'Action' drop-down list.

	'Delete' is always displayed in the 'Action' drop-down list, when the invoice processing status is 'Pending'. The 'Action' drop-down list is disabled once the invoice is 'Submitted'.

	By default, the first page of the line items list for the current invoice is displayed. Twenty line items are displayed in each page. To view page 2, 3, etc… of the list (if they exist), click on the appropriate number, in the bottom-right corner of the Line Items tab/page. 1 2 3 4 5

To add a line item to the invoice, click on **Add Line Item** to navigate to the **Line Items - Purchased Services** page, and follow the procedure starting on page **Error! Bookmark not defined.**.

Equipment & Supplies

To view all the line items belonging to an 'Equipment & Supplies' invoice:

1. Use the **Search Invoice** page to find the invoice that you wish to view/edit, as shown starting on page 16.
2. In the **Invoice Details** page, click on the 'Line Items' tab (if not already in it).

The page header, in the **Line Items** tab/page, just below the HPG main menu, displays the same information as mentioned on page 24.

The line items list appears as a grid showing, for each line item, the following values:

- The 'P.O' number;
- The 'P.O. Line Number';
- The 'Item Description';

- The ‘Line Item Type’, i.e. ‘Rental’ or ‘Purchase’;
- The ‘Invoiced Amount’, as entered by the user who added the line item;
- The applicable ‘GST’;
- The applicable ‘PST’;
- The ‘Invoiced Total Amount’;
- The ‘Status’ of the purchase or rental.

You can select an action to perform from the ‘Action’ drop-down list.

	‘Delete’ is always displayed in the ‘Action’ drop-down list, when the invoice processing status is ‘Pending’. The ‘Action’ drop-down list is disabled once the invoice is ‘Submitted’.

	By default, the first page of the line items list for the current invoice is displayed. Twenty line items are displayed in each page. To view page 2, 3, etc… of the list (if they exist), click on the appropriate number, in the bottom-right corner of the Line Items tab/page. 1 2 3 4 5

To add a line item to the invoice, click on Add Line Item to navigate to the **Line Items - Medical Equipment and Supply** page, and follow the procedure starting on page 13.

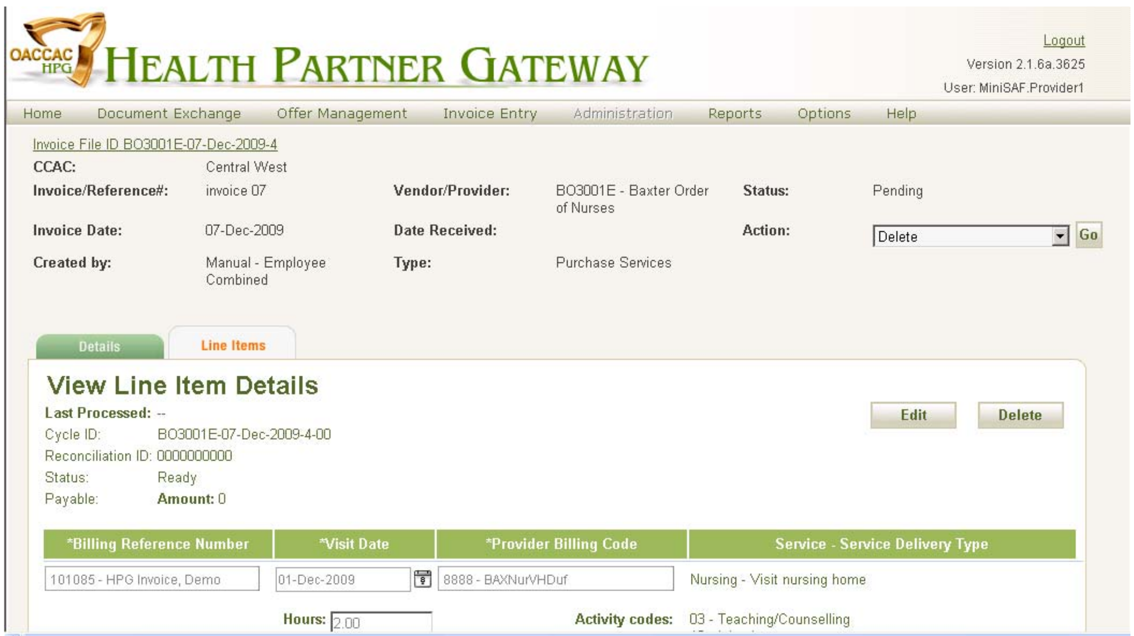
Viewing Line Item Details

Purchased Services

To view the details for a particular ‘Purchased Services’ line item:

1. Use the **Search Invoice** page to find the invoice that you wish to view/edit, as shown starting on page 16.
2. In the **Invoice Details** page, click on the ‘Line Items’ tab (if not already in it).
3. Click on the line item’s ‘Billing Reference Number’.

   It acts as a link that navigates the user to the **View Line items Details** page:



The page header, in the **Line Items** tab/page, just below the HPG main menu, displays the same information as mentioned on page 24.

‘Delete’ is always displayed in the ‘Action’ drop-down list, when the invoice processing status is ‘Pending’.

The ‘Action’ drop-down list is disabled once the invoice is ‘Submitted’.

The line item details are as follows:

- The date on which the line item was ‘Last Processed’;
- The ‘Cycle ID’, a unique identifier generated by the concatenation of: Provider Organization Code “-“ Received/ Created Date “-“ Sequence number 01-99, incremented by one each time a file is sent from the same provider on the same day, followed by another sequence number 01-99, incremented by one each time a cycle of a file is processed;
- The ‘Reconciliation ID’, a system-generation 10 digit identifier stored at the cycle level, serving as the key identifier in the reconciliation report sent to the Vendor/Provider;
- The current ‘Status ‘ of the line item, e.g. ‘Ready’ or ‘Submitted’;

- The amount payable for the specified line item.

  If the line item is payable, the amount of the line item, the 'GST', the 'PST' and the 'Total Amount' are shown.

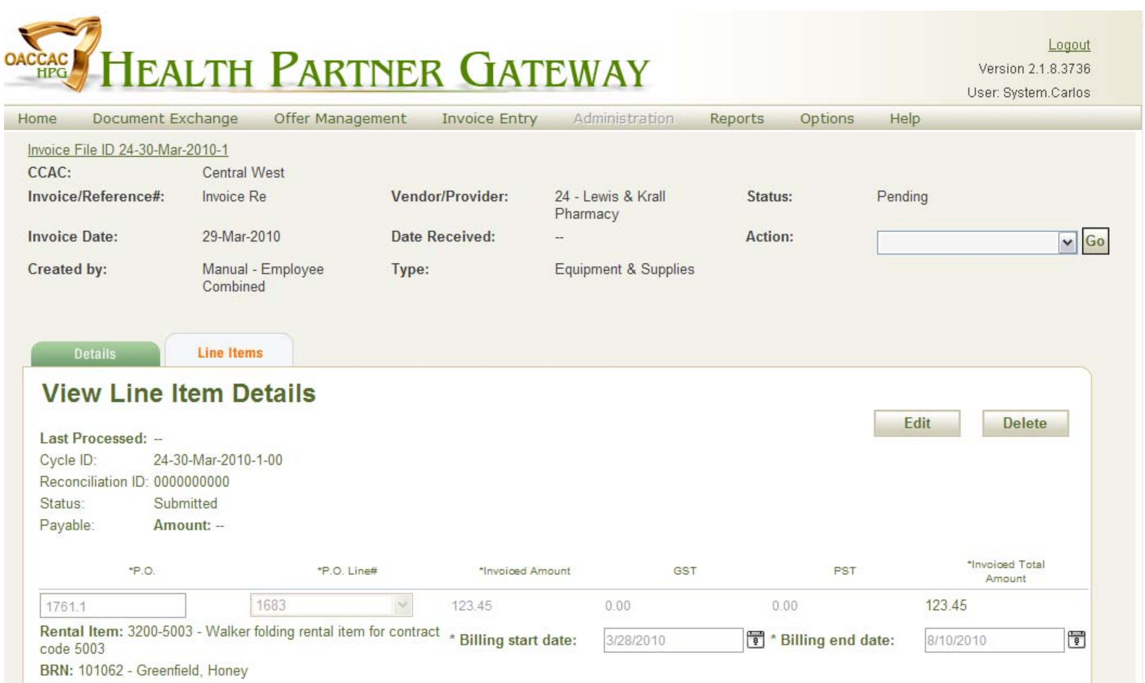
  Otherwise '—' is displayed.
- The 'Billing Reference Number';
- The date the visit occurred, in the 'Visit Date' field;
- The 'Provider Billing Code';
- The number of hours the visit lasted, in the 'Hours' field;
- The 'Activity Codes', according to the service type.

Equipment & Supplies

To view the details for a particular 'Equipment & Supplies' line item:

1. Use the **Search Invoice** page to find the invoice that you wish to view/edit, as shown starting on page 16.
2. In the **Invoice Details** page, click on the 'Line Items' tab (if not already in it).
3. Click on the line item's 'P.O.'.

   It acts as a link that navigates the user to the **View Line items Details** page:



The page header, in the **Line Items** tab/page, just below the HPG main menu, displays the same information as mentioned on page 24.

	'Delete' is always displayed in the 'Action' drop-down list, when the invoice processing status is 'Pending'. The 'Action' drop-down list is disabled once the invoice is 'Submitted'.

The line item details are as follows:

- The date on which the line item was ‘Last Processed’;
- The ‘Cycle ID’, a unique identifier generated by the concatenation of: Provider Organization Code “-“ Received/ Created Date “-“ Sequence number 01-99, incremented by one each time a file is sent from the same provider on the same day, followed by another sequence number 01-99, incremented by one each time a cycle of a file is processed;
- The ‘Reconciliation ID’, a system-generation 10 digit identifier stored at the cycle level, serving as the key identifier in the reconciliation report sent to the Vendor/Provider;
- The current ‘Status ‘ of the line item, e.g. ‘Ready’ or ‘Submitted’;
- The amount payable for the specified line item.

  If the line item is payable, the amount of the line item, the ‘GST’, the ‘PST’ and the ‘Total Amount’ are shown.

  Otherwise ‘—‘ is displayed.
- The ‘P.O.’ number;
- The ‘P.O. Line #’;
- The ‘Invoiced Amount’;
- The ‘GST’;
- The ‘PST’;
- The ‘Invoiced Total Amount’;
- The ‘Rental Item’ code;
- The ‘BRN’;
- The ‘Billing Start date’;
- The ‘Billing end date’.

Editing Line Item Details

Purchased Services

To edit a 'Purchased Services' invoice line item (the invoice file status must be 'Pending'):

1. Use the **Search Invoice** page to find the invoice that you wish to view/edit, as shown starting on page 16.
2. In the **Invoice Details** page, click on the 'Line Items' tab (if not already in it).
3. Click on the line item's 'Billing Reference Number'.

   It acts as a link that navigates the user to the **View Line items Details** page.
4. Click on Edit to navigate to the **Edit Line items Details** page:

5. Change the line item details, as necessary.

   The following fields can be modified:

   - The ‘Billing Reference Number’;
   - The ‘Visit Date’;
   - The ‘Provider Billing Code’;
   - The number of ‘Hours’ the visit lasted, in decimal format;
   - The ‘Activity Codes’ (see the table starting on page 10 for a description of the available activity codes).

6. Click on **Save** to save the line item information to the invoice or on **Cancel** to discard the changes.

   In both cases, the system then navigates back to the **View Line items Details** page.

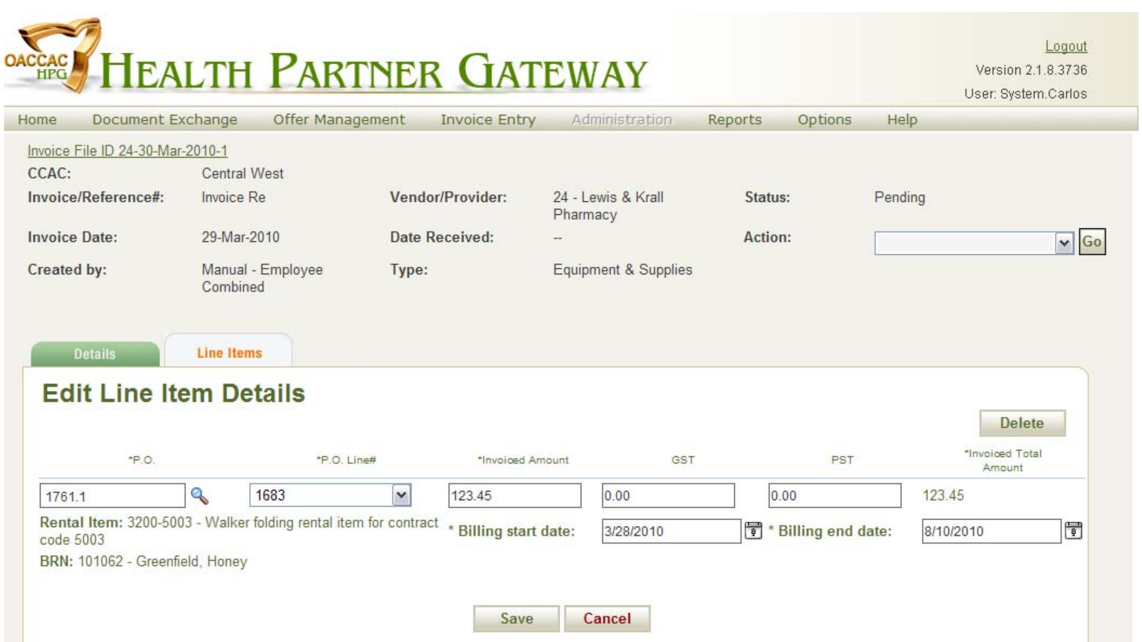
Equipment & Supplies

To edit an ‘Equipment & Supplies’ invoice line item (the invoice file status must be ‘Pending’):

1. Use the **Search Invoice** page to find the invoice that you wish to view/edit, as shown starting on page 16.
2. In the **Invoice Details** page, click on the ‘Line Items’ tab (if not already in it).
3. Click on the line item’s purchase order (‘P.O’).

   It acts as a link that navigates the user to the **View Line items Details** page.

4. Click on **Edit** to navigate to the **Edit Line items Details** page:



5. Change the line item details, as necessary.

   The following fields can be modified:

   - The 'P.O.';
   - The 'P.O. Line #'';
   - The 'Invoiced Amount';
   - The 'GST';
   - The 'PST';
   - The 'Billing Start date';
   - The 'Billing end date'.

6. Click on Save to save the line item information to the invoice or on Cancel to discard the changes.

   In both cases, the system then navigates back to the **View Line items Details** page.

Deleting a Line Item

To delete a line item (‘Purchased Services’ or ‘Equipment & Supplies’):

1. Use the **Search Invoice** page to find the invoice that you wish to view/edit, as shown starting on page 16.
2. In the **Invoice Details** page, click on the ‘Line Items’ tab (if not already in it).
3. Click on the line item’s ‘Billing Reference Number’ or ’P.O.’.

   It acts as a link that navigates the user to the **View Line items Details** page.
4. Click on Delete:

5. In the confirmation dialog that appears, click on Continue to delete the line item and navigate back to the **Line Items** tab/page, or on Cancel to cancel the action without deleting the line item.