

**Electronic Invoice Document Submission:**

**WHAT SHOULD WE RECEIVE VIA EMAIL FROM YOUR OFFICE FOR EACH CONTRACT (Probation and Pretrial) :**

One completed Excel Spreadsheet for Post-Conviction and One completed Excel Spreadsheet for Pretrial (when applicable). Clients must be listed in alphabetical order on Part B.

One pdf document labeled Signed Part A (Total should match Part A and B of the excel spreadsheet)

One pdf document (or multiple if applicable) labeled MTR's (in alphabetical order)

One pdf document (or multiple if applicable) labeled Signed Daily Treatment Logs (in alphabetical order)- **This document is NOT REQUIRED FOR UA COLLECTION.**

One pdf document (or multiple if applicable) labeled Supporting Documents (in alphabetical order). (This includes UA Chain of Custody forms). **\*\*\*Please note\*\*\*** All documents (including Chain of Custody forms) must be scanned in color when submitting electronically.

One pdf document (or multiple if applicable) labeled Quarterly Treatment Plans (when applicable). **This is not applicable for UA Collection.**

Should you have multiple attachments, please label them according to the following example. This will ensure we can keep your documents in the proper order. This will also let us know if there are any missing pdf document groups.

EXAMPLES: (PROB for Probation and PTS for Pretrial)

MTRs - December 2018 - PROB - 1 of 3.pdf

MTRs - December 2018 - PROB - 2 of 3.pdf

MTRs - December 2018 - PROB - 3 of 3.pdf

-OR-

Supporting Docs - December 2018 - PTS - 1 of 4.pdf

Supporting Docs - December 2018 - PTS - 2 of 4.pdf

Supporting Docs - December 2018 - PTS - 3 of 4.pdf

Supporting Docs - December 2018 - PTS - 4 of 4.pdf

-OR-

Daily Treatment Logs - December 2018 - PROB - 1 of 2.pdf

Daily Treatment Logs - December 2018 - PROB - 2 of 2.pdf

**REMEMBER:** Please check and make sure that all services listed on each MTR and Daily Treatment Log match. Both the MTR & DTL data should match the services listed on Part B of the spreadsheet. Also, be sure that all documents that require a signature have one. Doing all of this on your end will ensure that your invoice can be processed in a timely manner on our end.