

Invoice Guidance

-Invoices consist of 2 part - Part A and Part B

-Part A is the summary/total page. Part B is the itemized listing of names and services.

-Part A address is your billing address. This is where your checks will be sent.

-Information for completing the invoices MUST be obtained from the daily treatment log or urinalysis testing log. If the information is not on one of these logs, we cannot reimburse you for services. It does not matter what is on the MTR or other documents. The services MUST be documented on one of these logs and submitted at the time of the invoice.

Paperwork that accompanies invoices:

-Part A and Part B of the invoice (with an authorized administrator signature).

-Monthly treatment report (MTR) for each offender receiving services.

-Daily treatment log for each offender receiving services.

-Assessments (substance abuse, mental health, psychiatric, etc.)

Important Reminders:

-Monthly invoices MUST be received on or before the 10th of each month.

-All invoices will be submitted electronically through: <http://ers.uscourts.gov>

-Monthly Treatment Report and Log will be scanned into Adobe and sent electronically.