

INVOICING GUIDANCE

- Your staff must be informed of all federal contracting information – BPA and NCPO number(s), areas serviced (catchment areas), etc. Also, that Probation invoices should be sent to Glenda George at P. O. Box 990, Columbus, Georgia 31902-0990.
- Invoices consist of two parts – Part A and Part B
 - Part A is the summary/total page. Part B is the itemized listing of client names and services.
 - Part A address is your billing address. This is the address where your checks will be mailed.
- Information for completing the invoices **MUST – MUST** – be obtained from the daily treatment log, or urinalysis log. If the information is not on one of these logs, we cannot reimburse you for the service. It does not matter what is on the MTR or other documents. The service **MUST** be documented on one of these logs and submitted along with the invoice.

Paperwork that accompanies invoices:

- Part A and Part B of the invoice (with authorized administrator signature).
- Monthly Treatment Report (MTR) for each client receiving services.
- Daily Treatment Log for each client receiving counseling services. The proper daily log must accompany the proper invoice.
- Urinalysis log, if applicable.
- Assessments (substance abuse, mental health, psychiatric, polygraph).

Important Reminders:

- All MTR's, Daily Treatment Logs, Urinalysis Logs and Assessments should be group together by offender name alphabetically. All paper work should mirror each other, i.e. information on the daily log should match the information on the MTR, etc.
- Please do not staple anything.
- Only identify and subtract the co-payment on the invoice if the client actually paid a copayment during the billing month.
- Only put one total co-payment amount for each client each month – if the client paid on four different days, one final amount is entered on the invoice.
- Clients cannot pay a co-payment amount after they are discharged from treatment.

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