

# BILLING PACKET CHECKLIST

Employee: \_\_\_\_\_

## EIS SERVICES

Billing Period: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Please check EVERY ITEM under the contract service(s) & level(s) of care for which you have billed. Indicate you have verified each item with a ✓. Attach this checklist as a coversheet over your billing packet.

*IC (BISS) and ST (Paraprofessional) complete 1 thru 3*

\_\_\_\_\_ 1. **Billing Summary is complete:**

- \_\_\_\_\_ your name & signature
- \_\_\_\_\_ clients' first & last names (not initials)
- \_\_\_\_\_ totals are calculated (for each row & final totals)
- \_\_\_\_\_ if more than 1 page is used, pages are notated as "1 of 2", "2 of 2", or "1 of 3", "2 of 3", "3 of 3", etc.

\_\_\_\_\_ 2. **Service Authorization is attached and correct:**

- \_\_\_\_\_ billing dates fall within time period of authorization
- \_\_\_\_\_ service levels on service authorization match services levels on Billing Summary
- \_\_\_\_\_ amount of hours you are billing for are equal to or less than the amount of **unused** hours on your authorization

\_\_\_\_\_ 3. **Progress Notes & Service Verification Logs**

- \_\_\_\_\_ corresponding progress notes & service verification logs are attached & completed
- \_\_\_\_\_ each progress note entry does not exceed 1 page
- \_\_\_\_\_ dates on progress notes match Billing Summary & Service Verification Logs
- \_\_\_\_\_ start & end times on progress notes are documented in Military Time
- \_\_\_\_\_ start-end times on progress notes match Service Verification Logs
- \_\_\_\_\_ duration of service on progress notes match Billing Summary
- \_\_\_\_\_ every progress note is signed with your name & are credentials typed below it
- \_\_\_\_\_ service verification signatures for each contact billed
- \_\_\_\_\_ dates on progress notes match Billing Summary