#### How does Invoice Express work?

- **Invoice Express** is a way to submit an invoice over a touch tone phone.
- Several days of processing time are saved when you use **Invoice Express.**
- For each line of your invoice, use your telephone number pad to report units served.
- You must mail in your invoice to lower your rate. Invoice Express does not allow rate changes by telephone.
- The information you enter goes into the main computer in Olympia the day your call is completed.
- You can enter your invoice by telephone at any time.
- Do not worry about having your invoice returned because of errors. You can correct errors on the spot.
- Once your claimed services have been put into SSPS either by mail or telephone, **Invoice Express** will not let you enter an invoice a second time.

## What should I do with my paper invoice?

- Fill out your invoice before you call **Invoice Express**. Use it to help you report the units served.
- **Do not** mail in your invoice. Keep it for your records.

#### For information on Direct Deposit -

#### • Send a request to:

SSPS Direct Deposit Desk PO Box 45812 Olympia, WA 98504-5812

#### • Or fax the request to:

(360) 664-6182

Please include your name, address, phone number and SSPS provider number.



DSHS 22 369(X) (Rev. 3/02)

#### Social Service Payment System

# Invoice Express

The fast, easy way to submit your SSPS invoice for payment!

> Provider/Payee Toll Free Number 1-888-461-8855



### Use your invoice to report services by telephone

INVOICE SUPPLEMENTAL

Rardin, Franida

401 W Mullan St

Spokane, WA 99223

205)5-60410

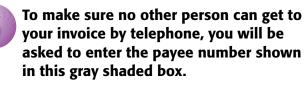
PAY

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You will be asked to use the numbers on your telephone to enter the first 3 digits and then the 6 digits after the letter and dash of your Invoice Number.

001

Your first question to answer when calling Invoice Express is whether your invoice is Regular or Supplemental. The answer to that question is found here.



ROVIDER NUMBER

delayed.

Spokane, WA 99223

Rardin, Franida

401 W Mullan St

999999

FOR MONTH ENDING

attachments will be returned to you and payment will be

3. Sign the invoice and keep the blue copy for your records

INSTRUCTIONS TO VENDOR: 1. Fill in all blank pink boxes on all lines with services.

2. Do not send notes or attachments. Any notes or

05-31-99

Invoice Express will read the last 4 digits of your reference number, so that you will know which line you are on.



The lines will be read to you starting with 0001, until you have entered the number of units you have served or a 0 on all service lines.

6

Invoice Express will read to you the type of service unit. In the case of months (MON), you will be able to report either a full month or a partial month by reporting the number of days served (DA).



When you are asked to enter the units, use the numbers on your telephone number pad.

CHARLES, CHAZ SERVICE NAME FS RESPITE CARE-HOURLY		05/01/99 05/31/99		\$889.92 REFERENCE 001-01-0001		6.18	HR	144	HOLIDAY
							HR		$\mathbf{X}^{-}$
CASE NUMBER 4110432432	AUTHORIZATION 3555461-01	2	20MC70	LINIT	SERVICE 07305				
2. SERVICE RECIPIENT CHARLES. CHAZ		SERVICE PERIOD 05/01/99 TO 05/31/99		AMOUNT AUTHORIZED \$10.23 REFERENCE 001-02-0002		AUTHORIZED RATE 0 • 31	SERVICE UNIT MI		SCHOOL HOLIDAY CARE
DDD FS TRANSP - MILES							MI		T
CASE NUMBER	AUTHORIZATION		WORKER LD.	REPORTING	SERVICE	1		•	

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SOCIAL SERVICE PAYMENT SYSTEM (SSPS)

OF

These are the bolded boxes on your invoice.