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 -

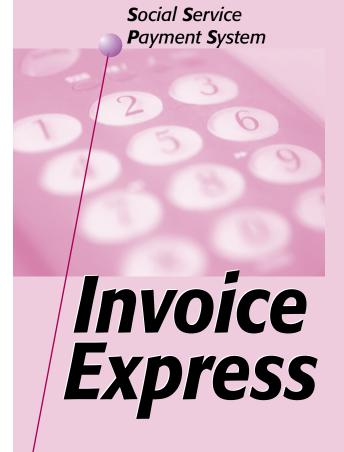
Send a request to:

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.



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



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

Provider/Payee Toll Free Number

1-888-461-8855



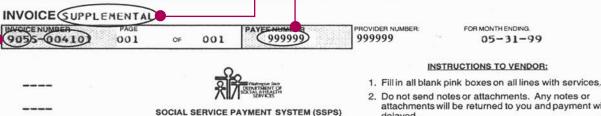
The fast, easy way to submit your SSPS invoice for payment!

Use your invoice to report services by telephone

- 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.
- 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.
 - To make sure no other person can get to your invoice by telephone, you will be asked to enter the payee number shown in this gray shaded box.

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.
- 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.



2. Do not send notes or attachments. Any notes or attachments will be returned to you and payment will be

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

Rardin, Franida Rardin, Franida 401 W Mullan St 401 W Mullan St Spokane, WA 99223 Spokane, WA 99223

CHARLES, CHAZ SERVICE NAME FS RESPITE CARE-HOURLY		05/01/99 TO 05/31/99		\$889.92 REFERENCE 00 1-01-0001		6.18	HR	TOTAL UNITS	SCHOOL CAPE
							HR	4	
CASE NUMBER 4110432432	3555461-01	2	WORKER I.D.	851	o7305				
2. SERVICE RECIPIENT CHARLES, CHAZ SERVICE NAME DDD FS TRANSP - MILES		SERVICE PERIOD 05/01/99 TO 05/31/99		*10 • 23 REFERENCE 001-02-0002		AUTHORIZED RATE 0 • 31	SERVICE	TOTAL UNITS 33	SCHOO HOLIDA CARE
							MI		5

These are the bolded boxes on your invoice.