

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



Invoice Express

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

Use your invoice to report services by telephone

2 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.

1 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.

3 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.

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

5 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).

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

INVOICE SUPPLEMENTAL

INVOICE NUMBER: **9055-00410** PAGE 001 OF 001 PAYEE NUMBER: **999999** PROVIDER NUMBER: 999999 FOR MONTH ENDING: 05-31-99

SOCIAL SERVICE PAYMENT SYSTEM (SSPS)

INSTRUCTIONS TO VENDOR:

- Fill in all blank pink boxes on all lines with services.
- Do not send notes or attachments. Any notes or attachments will be returned to you and payment will be delayed.
- Sign the invoice and keep the blue copy for your records.

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

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

1.	SERVICE RECIPIENT	SERVICE PERIOD	AMOUNT AUTHORIZED	AUTHORIZED RATE	SERVICE UNIT	TOTAL UNITS	SCHOOL HOLIDAY CARE
	CHARLES, CHAZ	05/01/99	\$889.92	6.18	HR	144	
	FS RESPITE CARE-HOURLY	TO 05/31/99	REFERENCE 001-01- 0001		HR		
	CASE NUMBER 4110432432 AUTHORIZATION 3555461-01	WORKER I.D. 20MC70	REPORTING UNIT 851	SERVICE CODE 07305			
2.	SERVICE RECIPIENT	SERVICE PERIOD	AMOUNT AUTHORIZED	AUTHORIZED RATE	SERVICE UNIT	TOTAL UNITS	SCHOOL HOLIDAY CARE
	CHARLES, CHAZ	05/01/99	\$10.23	0.31	MI	33	
	DDD FS TRANSP - MILES	TO 05/31/99	REFERENCE 001-02-0002		MI		
	CASE NUMBER AUTHORIZATION WORKER I.D. REPORTING SERVICE						

* These are the bolded boxes on your invoice.