**Procedures for submitting Billing to Transformations**

All billing submitted by service providers must comply with the following guidelines:

1. The Enrollment Packet must be completed and ***stapled*** in the top left hand corner. Billing will not proceed without this legal document. Submit this with your first billing packet.
2. The worker must fill out the Approval for Services form that shows authorization for the date and type of service being billed. Substitutes cannot be accepted.
3. Each date of service on bill must be accompanied by the completed note(s) documenting the services.
4. ***The billing must be organized in the following order to be accepted:***
   1. ***TCS/BHP:***
      * 1. A single Approval for Services form must be on top of the packet. Do not put multiple Approval for Services forms in one packet as billing is entered off the top page and multiple bills will be overlooked and not entered in the system.
        2. Beneath the Approval for Services form place the notes documenting the services. These notes must be in the order of most recent date of service on top. When a chart is opened the last date of service must be on top. Stable in top left hand corner.
        3. Under the notes attach any other documents that are being submitted for filing.
   2. ***Service Coordination:***
      * 1. A single Approval for Services form must be on top of the packet.
        2. Beneath the Approval for Services form, place the Monthly Progress Report.
        3. Beneath the progress report place the notes documenting the service. Staple I, II, III together in top left hand corner.
        4. Under the notes attach any other documents that are being submitted for filing.

1. The organized billing packet must be paper clipped to the client chart and placed in designated receptacle.
2. Incomplete billing packets will be returned to the provider for corrections. Once corrections are made the billing packet maybe re-submitted for billing to

the third party payer source.

1. After the billing packet is used to submit a bill to third party payer source it will be filed in the client’s chart and placed in the filing cabinet in Transformations’ office. These files are not to be removed from the office.