



# San Diego Regional Center

*Serving Individuals with Developmental Disabilities in San Diego and Imperial Counties*

4355 Ruffin Road, San Diego, California 92123 • (858) 576-2996 • [www.sdrc.org](http://www.sdrc.org)

February 1, 2021

Dear Non-Residential Service Providers:

## Alternative Services Billing Procedures

### IMPORTANT NOTICE - PLEASE READ

These instructions are for Alternative Services Billing only. **All Alternative Services must be billed through e-billing.** There are no changes to the **Traditional Services e-billing procedures.**

### OVERVIEW

#### Requirements

Providers will need the following in order to bill for Alternative Services:

1. DDS certification of Alternative Non-Residential Services form on file with Community Services;
2. A monthly rate from DDS; and,
3. An e-billing login.

#### Contacts

For e-billing technical assistance, please contact [ebilling@sdrc.org](mailto:ebilling@sdrc.org).

For questions on the DDS certification of Alternative Non-Residential Services form, please contact [soe@sdrc.org](mailto:soe@sdrc.org).

For questions on the monthly rates provided by DDS, please contact Lori Sorenson, Director of Community Service [Lori.Sorenson@sdrc.org](mailto:Lori.Sorenson@sdrc.org).

**An invoice containing traditional services and alternative services will be generated for each client each month. Providers are only to bill on the invoice line where services were provided. The other invoice line will need to be submitted as “NO SERVICE.” If both invoice lines are billed on for a client, SDRC will not process both invoice lines for that client. A new invoice will be generated for that client and the provider will be asked to resubmit the invoice correctly.**

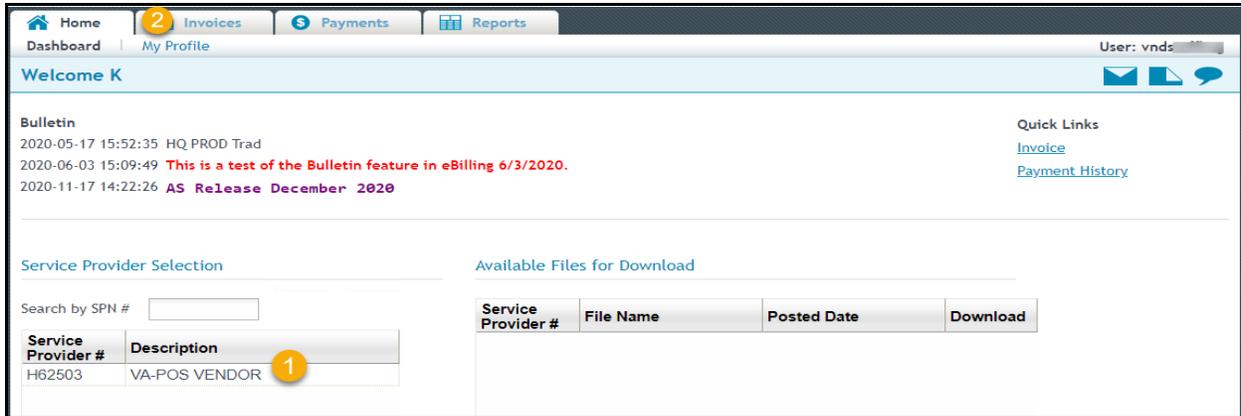
### STEPS FOR COMPLETING AND SUBMITTING INVOICES THROUGH E-BILLING

Providers can login to e-billing using the following link:

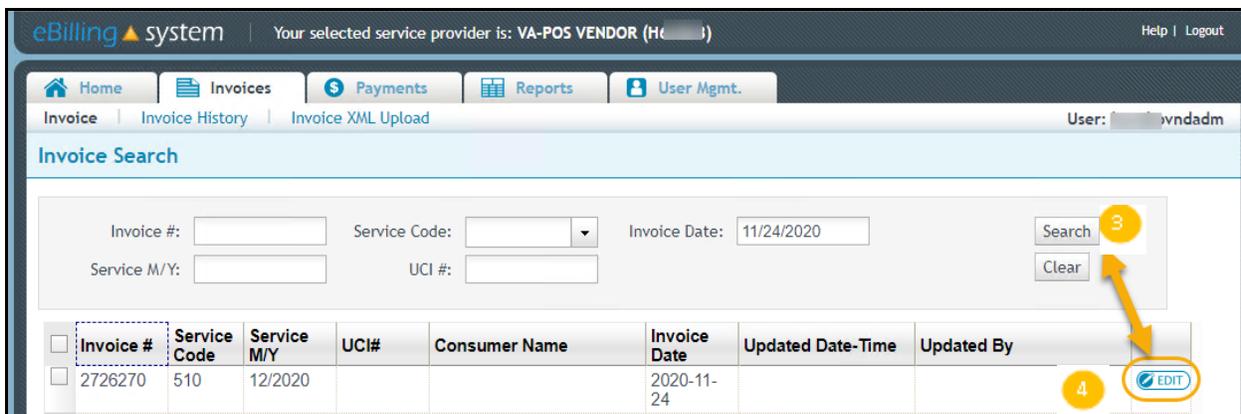
<https://ebilling.dds.ca.gov:8362/login>

### Step 1: Finding the Invoice

1. Select your Service Provider # and click OK on the confirmation box.
2. Click on the Invoice Tab.



3. On the Invoice Search screen click on 'Search' to view all invoices.



4. Select the Edit button on the invoice line you want to complete. The details screen will display.

Line #	Consumer Name	UCI #	SVC Code	SVC Subco	Auth #	Auth Date	Unit Type	Units Billed	Days Attend	Gross Amount	Net Amount	No Se	De
1	Fred Flinstone	1234567	510	A@UN	21999999	01/01/21-06/30/21	M						
2	Fred Flinstone	1234567	510	01UN	21333333	07/01/20-06/30/21	DM						

At the bottom of the table, there are buttons: 'No Service', 'Defer', 'Calendar Template', 'Add Invoice Line', 'Submit', and 'Print Invoice Details'.

**Step 2: Completing Alternative Service Billing**

1. Select the invoice line you want to complete.

Line #	Consumer Name	UCI #	SVC Code	SVC Subcode	Auth #	Auth Date	Unit Type	Units Billed	Days Attend	Gross Amount	Net Amount	No Se	De
1	Fred Flinstone	1234567	510	A@UN	21999999	01/01/21-06/30/21	M						
2	Fred Flinstone	1234567	510	01UN	21333333	07/01/20-06/30/21	DM						

Buttons: No Service, Defer, Calendar Template, Add Invoice Line, Submit, Print Invoice Details

2. Select the **Full Month** checkbox to the right of the calendar. You must complete this for the monthly rate.
3. Select the checkbox under each day an alternative service was provided.

**December 2020**

Select All De-Select All

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>						

**Invoice Details**

Full Month Service

No Service

Last Month of Service ?

Defer (Regenerate Invoice Line): Exit Date:

**Invoice Line Summary**

Total Units:  /

Unit Rate:

Gross Amount:

**Received Revenue Details**

Net Amount:

Overage Reason:

Buttons: Update, Update-Next, Close

4. Select **Update** to save the calendar and refresh the page **OR** select **Update Next** to save and be taken to the next invoice detail line.

**Step 3: Submitting an invoice line with “NO SERVICE”**

1. Select the invoice line that will need to be completed as no service.

<input type="checkbox"/>	Line #	Consumer Name	UCI #	SVC Code	SVC Subco	Auth #	Auth Date	Unit Type	Units Billed	Days Attend	Gross Amount	Net Amount	No Se	De
<input type="checkbox"/>	1	Fred Flinstone	1234567	510	A@UN	21999999	01/01/21-06/30/21	M						
<input checked="" type="checkbox"/>	2	Fred Flinstone	1234567	510	01UN	21333333	07/01/20-06/30/21	DM	1					

2. Select the **No Service** checkbox to the right of the calendar.

**December 2020**

Select All    De-Select All

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	<input checked="" type="checkbox"/> 5
<input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> 7	<input checked="" type="checkbox"/> 8	<input checked="" type="checkbox"/> 9	<input checked="" type="checkbox"/> 10	<input checked="" type="checkbox"/> 11	<input checked="" type="checkbox"/> 12
<input checked="" type="checkbox"/> 13	<input checked="" type="checkbox"/> 14	<input checked="" type="checkbox"/> 15	<input checked="" type="checkbox"/> 16	<input checked="" type="checkbox"/> 17	<input checked="" type="checkbox"/> 18	<input checked="" type="checkbox"/> 19
<input checked="" type="checkbox"/> 20	<input checked="" type="checkbox"/> 21	<input checked="" type="checkbox"/> 22	<input checked="" type="checkbox"/> 23	<input checked="" type="checkbox"/> 24	<input checked="" type="checkbox"/> 25	<input checked="" type="checkbox"/> 26
<input checked="" type="checkbox"/> 27	<input checked="" type="checkbox"/> 28	<input checked="" type="checkbox"/> 29	<input checked="" type="checkbox"/> 30	<input checked="" type="checkbox"/> 31		

**Invoice Details**

Full Month Service

**No Service**

Last Month of Service ?

Defer (Regenerate Invoice Line)

Exit Date:

**Invoice Line Summary**

Total Units:  / 31

Days:

Unit Rate:

Gross Amount: \$

**Received Revenue Details**

:- 0.00

:- 0.00

:- 0.00

Total Received Revenue: \$0.00

Net Amount: \$

Overage Reason:

3. Select **Update** to save the calendar and refresh the page **OR** select **Update Next** to save and be taken to the next invoice detail line.

### Step 4: Submitting Completed Invoice

1. When your invoice is accurate and complete, select the **Submit** button on the Service Provider Billing Details screen.

<input type="checkbox"/>	Line #	Consumer Name	UCI #	SVC Code	SVC Subco	Auth #	Auth Date	Unit Type	Units Billed	Days Attend	Gross Amount	Net Amount	No Se	De
<input type="checkbox"/>	1	Fred Flinstone	1234567	510	A@UN	21999999	01/01/21-06/30/21	M						
<input type="checkbox"/>	2	Fred Flinstone	1234567	510	01UN	21333333	07/01/20-06/30/21	DM						

No Service   Defer   Calendar Template   Add Invoice Line   **Submit** <sup>1</sup>   Invoice Details

2. After an invoice is submitted it will now display in the **Invoice History** tab.

The screenshot shows the eBilling system interface. At the top, it says "eBilling system" and "Your selected service provider is:". Below this are navigation tabs: Home, Invoices, Payments, Reports, and User Mgmt. The "Invoices" tab is active, and within it, the "Invoice History" sub-tab is selected and circled in yellow. Below the navigation is a search area for "Invoice History Search" with fields for Invoice #, UCI #, Service Code, and Date Range (Service M/Y, Invoice Generation Date, Invoice Submission Date). At the bottom, there is a table header for the invoice history with columns: Invoice #, Service Code, Service M/Y, UCI#, Consumer Name, Generated Date, and Submitted Date-Time.

If you have any billing questions, please contact [askpos@sdrc.org](mailto:askpos@sdrc.org)

Thank you,

San Diego Regional Center