



PREMIUM PAY WAGE PASSTHROUGH

EXCEL INVOICE INSTRUCTIONS

06/22/2020

1. Find Excel Premium Pay Invoice spreadsheet on our website at <http://www.norcocmh.org/premium-pay/>
2. **INVOICE EACH HOME SEPARATELY:**
 - a. Enter provider entity under CMHSP provider section
 - b. Enter Home location under Service Site
 - c. Enter name of person completing the invoice form
 - d. Enter Completion Date, which is the date the invoice is completed
 - e. Enter month services were performed (ex. April, 2020)
 - f. Fill in the following for each qualifying employee per MDHHS L20-28 publication.
 - i. Employee Name
 - ii. Payroll hours worked per month
 - iii. Total employee premium pay will automatically fill in for you
 - iv. Employee Totals by home/program will auto fill once payroll hours are filled in
3. Submit monthly Premium Pay Invoice with your regular monthly billing by the 5th day of the following month.
 - a. Submit June 2020 invoices by July 5, 2020
 - b. Submit April and May Invoices by July 31, 2020, or sooner if available
4. Invoice Delivery Options:
 - a. Fax your invoice to 231-487-2374, attention Ann Friend
 - b. Send as an attachment to a NorthStar message to Ann Friend
 - c. Email to Kevin Hartley @ khartley@norcocmh.org

If you are unable to use the calculating Excel Software version of the form, a manual form is available online at the above link.

If you have any questions filling the form out, please don't hesitate to call Ann Friend @ 231-439-1233.

