



Camaraderie Foundation, Inc.

## **Billing Procedures for Services** **Invoicing**

- We pay all invoices on a **net 30-day** basis from the invoice received date.
- **We ask to submit any invoices at least once a month** via email to [Counseling@camaraderiefoundation.org](mailto:Counseling@camaraderiefoundation.org). The provider may also email a copy of the invoice to [bookkeeper@camaraderiefoundation.org](mailto:bookkeeper@camaraderiefoundation.org). All invoices must include the **Client Authorization Number** (listed on the authorization email), **service date**, **CPT Code**, and **Agreed amount of \$100** per counseling session.
- Upon completion of the initial 6 sessions, Camaraderie Foundation will review the client's progress and program ORS/SRS completion. Then, the Camaraderie Foundation will release an additional six (6) for a total of 12 authorized sessions. Before continuing counseling beyond the approved 12 sessions, the provider must get a written authorization from Camaraderie Foundation Staff. Initially, the Camaraderie Foundation will approve the referral for six (6) sessions.
- If the client can't complete the 12 sessions within the six-month period, an expiration date extension request must be submitted by the client or the authorized provider.
- Before starting services with a new client, the provider must receive a written authorization letter from the Camaraderie Foundation.
- Again, email all invoices to [counseling@camaraderiefoundation.org](mailto:counseling@camaraderiefoundation.org) and a copy to [bookkeeper@camaraderiefoundation.org](mailto:bookkeeper@camaraderiefoundation.org). Emailing bills to the bookkeeper will provide double insurance for receipt of bills.
- Any questions regarding billing, please contact Camaraderie Foundation staff.