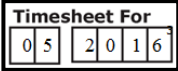


## Paper Timesheets Tips

1. Before you start filling out your paper timesheet, locate your most recent client authorization letter(s).
2. Use your Individual Provider Training Manual as a guide.
3. PTO (Paid Time Off) hours are found online or on your most recent pay stub.
4. Call the IPOne call center if you have questions or concerns about your timesheet (1-844-240-1526)
5. Your payment can be delayed or denied if your paper timesheet is not completed correctly or not received on time. The most common paper timesheet problems are described below.
6. When you discover there is a mistake on your timesheet **DO NOT** send in another timesheet unless directed by the call center. The second timesheet for the same pay period will be denied as a duplicate. The call center must make all paper timesheet corrections.

DO	DO NOT
<p><b>Do</b> enter the month, and year.  <b>Example:</b> </p>	<p><b>Do NOT</b> forget to add the month or year or your timesheet will not be paid.</p>
<p><b>Do</b> use black ink to mark an "x" for each authorized task you provide. Fill out the timesheet carefully and clearly.  <b>Example:</b> <input checked="" type="checkbox"/> Your assigned tasks are bolded on your paper timesheet.</p>	<p><b>Do NOT</b> use check marks or fill in the boxes with black marks or cross out mistakes  <b>Example:</b> <input checked="" type="checkbox"/> or <input type="checkbox"/>  <b>Do NOT</b> use light colored ink to fill out your timesheet.</p>
<p><b>Do</b> claim for services you provided based on your authorization letter and client's care plan.</p>	<p><b>Do NOT</b> bill for time periods outside the date range listed on your authorization letter, or for time periods outside the dates authorized by the case manager.</p>
<p><b>Do</b> submit your paper timesheet the day after each pay period: the 16<sup>th</sup> and the 1<sup>st</sup> of each month.</p>	<p><b>Do NOT</b> add future dates to your timesheet.</p>
<p><b>Do</b> fill out your timesheet for only one pay period at a time and mark only one box  <b>Example:</b> <input checked="" type="checkbox"/> Days 01-15   <input type="checkbox"/> Days 16-31</p>	<p><b>Do NOT</b> overlap pay period dates on the same timesheet.  <b>Example:</b> Using dates 1, 3, 5, 16, 25 on the same timesheet will deny. Use one paper timesheet for 1, 3, and 5. Use another paper timesheet for the 16 and 25.  <b>Do NOT</b> mark both pay period boxes.</p>
<p><b>Do</b> mark <input checked="" type="checkbox"/> for each authorized task provided on each date you provide service. Your authorized tasks are bolded on your paper timesheet.</p>	<p><b>Do NOT</b> mark tasks not listed on your client's care plan.  <b>Do NOT</b> write additional notes on your timesheet.</p>
<p><b>Do</b> enter the hours on each line for each day you worked and total your hours at the bottom of the timesheet.</p>	<p><b>Do NOT</b> leave the hours blank on each line and only enter a monthly total or you will not be paid.</p>
<p><b>Do</b> mark authorized tasks and hours provided on the same days you claim miles.</p>	<p><b>Do NOT</b> claim miles on days you do <i>not</i> provide service and an authorized task.</p>
<p><b>Do</b> use separate paper timesheets for each of your clients and for each separate service you provide.  <b>Example:</b> For 2 clients use 2 paper timesheets. For one client with two services use 2 paper timesheets.</p>	<p><b>Do NOT</b> use the same paper timesheet for two separate clients or two separate service codes.</p>
<p><b>Do</b> sign your timesheet prior to mailing or faxing.</p>	<p><b>Do NOT</b> forget to sign your timesheet. It will not be processed.</p>
<p><b>Do</b> fax OR mail your paper timesheet.  <b>Do</b> make sure to follow the fax machine instructions on which direction to fax your timesheet.                      The fax number is listed on your timesheet.                       Mailed paper timesheets are sent to:                      Public Partnerships LLC/Individual ProviderOne                      P.O. Box 98698                      Seattle, WA 98198.</p>	<p><b>Do NOT</b> fax your timesheet to any other fax number not listed on your timesheet.  <b>Do NOT</b> fax your paper timesheet the wrong direction. If the fax comes through in the wrong direction, it could prevent us reading it and from notifying you.  <b>Do NOT</b> mail your timesheet to any other address. It will not be processed.  <b>Do NOT</b> email your timesheet. It will not be processed.</p>