

Provider Billing Process Instructions

WellWise Services AAA Weekly Billing Process Period runs **Sunday through Saturday**.

- ❖ Bills submitted that run in a different succession of the week appear as “overages” and will have the overage amount denied.
- ❖ Billing for reoccurring services can be submitted on a bi-weekly basis or monthly only.

Billing Methods

Compass Billing:

- ❖ Available to all Providers
- ❖ Each user must complete a Vendor View Enrollment Form to register.
- ❖ Compass Billing User Guide - https://www.ciminc.com/help/COMPASS/Compass_User_Guide_Billing_Vendor.pdf
- ❖ Preferred method of billing

Billing Submission via USPS, Email, In-Person Drop Off or Fax:

- ❖ Mail to: 107 Chicago St. P.O. Box 189 Brooklyn, MI. 49230
- ❖ In-Person Drop Off: 107 Chicago St. P.O. Box 189 Brooklyn, MI. 49230
- ❖ Email: region2.providers@wellwiseservices.org
- ❖ Fax: (517) 592-1975 Attn: Accounting Department

Invoice Requirements

- ❖ Invoice Number
- ❖ Provider Name
- ❖ Participant Name
- ❖ Dates of Service
- ❖ Description of Service
- ❖ Total amount due for services

Amended Billing

- ❖ All billing regardless of submission type that requires a change to approved billing will need to be submitted using a paper invoice.
- ❖ Please report any billing errors/ adjustments needs as soon as possible as this affects Quality Indicator reports along with State and Federal reporting.
- ❖ Submit amended billing only for the additional units needing reimbursement.

Finance Department Contacts

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