

Things to Remember about Creating an Invoice on the TCM System

\$ Only an LGA Administrator can create an invoice

\$ The TCM System will not create an invoice until there is an approved Cost Report and Encounter Rate

\$ The TCM System will create invoices by quarter, month, or day(s). If there are claimable encounters for multiple quarters, multiple programs, or multiple reimbursement rates, multiple invoices will be created

\$ A Valid Reason Code must be selected for Duplicate encounters before the TCM System will include those encounters in an invoice

\$The LGA Administrator is responsible for ensuring that the encounters attached to an invoice are appropriate

\$ Invoices must be printed on LGA letterhead, have the original signature of the TCM Coordinator or authorized designee(s) mailed to:

Department of Health Care Services Administrative Claiming, Local and Schools Services Branch Targeted Case Management Unit Attn: (Program Analyst) P.O. Box 997436, MS 4603 Sacramento, CA 95899-7436

















🕗 TCM - Targeted Case Managemen	t - Microsoft Intern	et Explore	er provided b	y CA Dept. of	Health Services	_ 8 1	
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Targeted Case		Total Records found: 29					
Management Frequently Asked Questions	Invoice Number	Status	Amount	Create Date	DHS Review Date	Claim Schedule Pay Date	
💻 LGA Administrator	4901/02-1A	CREA	\$56,825.63	01/30/2002			
Home	4901/02-1B	CREA	\$8,183.16	01/30/2002			
😐 🛅 Encounters	<u>4901/02-10</u>	SUBM	\$779.35	01/30/2002			
	4901/02-1D	CREA	\$350.78	01/31/2002			
Create	4901/02-1E	SUBM	\$21,294.99	01/31/2002			
Search	4901/02-1F	CREA	\$389.67	01/31/2002			
Le Contractor	<u>4901/02-1G</u>	CREA	\$350.78	01/31/2002			
+ CILGA Profile	<u>4901/02-1H</u>	SUBM	\$526.16	02/14/2002			
Data Transfer	<u>4901/02-11</u>	SUBM	\$292.26	03/12/2002			
Log Off	4901/02-2A	CREA	\$38,346.44	01/30/2002			
	<u>4901/02-2B</u>	ADJU	\$781.63	01/30/2002	01/30/2002		
	4901/02-2C	CREA	\$390.81	01/30/2002			
	4901/02-2D	CREA	\$351.80	0			
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G	LGA Report Criteria						
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Prepared by the CA Dept. of Health Services (Rev. 3/02)