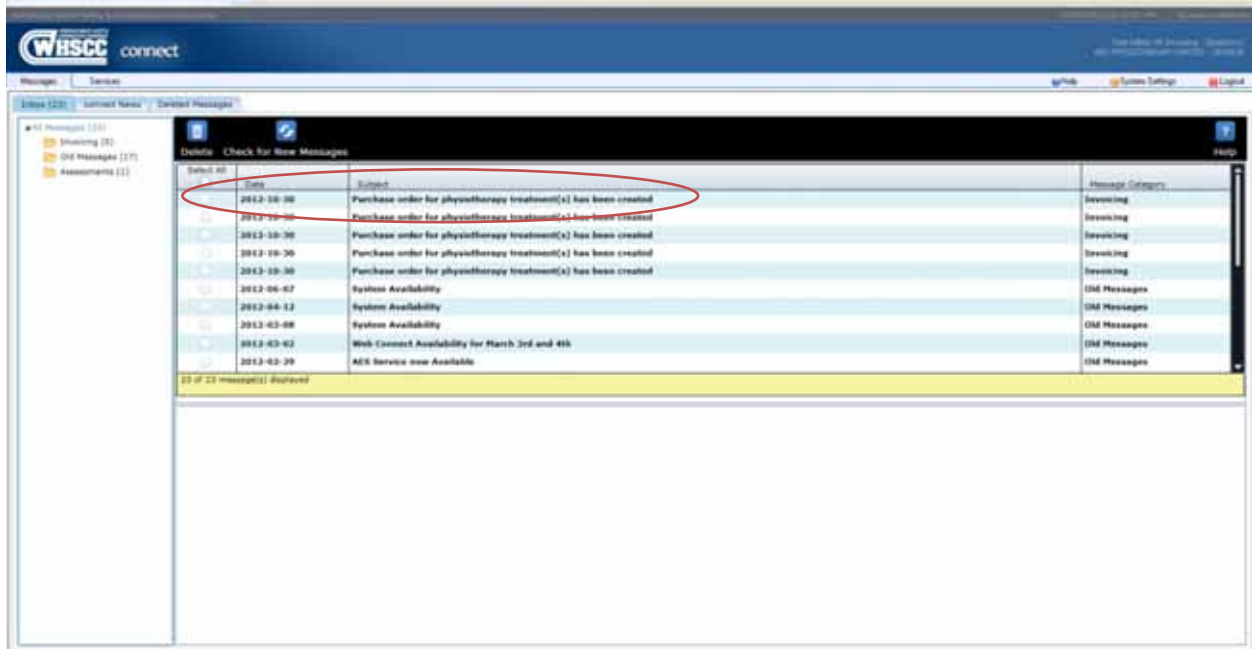


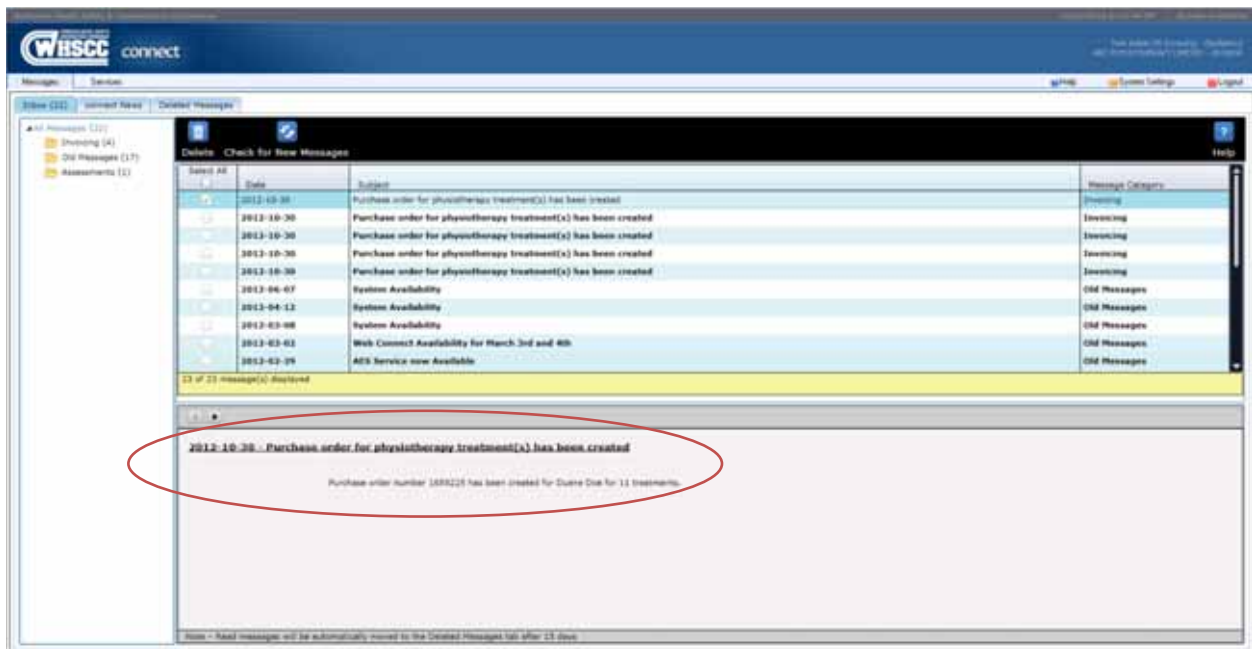
## Physiotherapy Invoicing Service

### Getting Started

Once you login to *connect* with your user name and password, you will see a new *Message Center*. Messages are now categorized.



When there is a new approved purchase order, it will appear in your *Message Center*. Open the message and the information on the purchase order will display.



## Service invoicing

Select the *Services* tab and then *Purchase Orders* under *Service Invoicing*. Your employer administrator has to assign this service to users.

The screenshot shows the WHSCC connect portal. The left sidebar contains a navigation menu with the following items: **Worksite information**, **OHES**, **Update users**, **Physiotherapy Report**, **Service Invoicing** (circled in red), **Subscribers**, **Invoice Submitted**, **Payments**, **Plans**, **Blog**, and **Send Transmittal**. The main content area is titled "Services" and contains the following text:

**Now available: Online Reports and Statistics**

The Commission is pleased to announce the latest web connect services - online reports and statistics. This includes:

- Three and Five Year Injury Reports** - tracking an employer's injury statistics, including the types of claims and sources of injuries, use to identify areas for employers to focus their safety prevention efforts and to justify requests for injury statistics when bidding on work.
- PRODM Audit Report** - documents the WHSCC Health and Safety Advisor's findings and the employer's compliance with PRODM criteria, resulting from a PRODM Audit.
- PRODM Schedule** - view PRODM practice and experience results, or drill to view, print, and save the PRODM schedule which explains how PRODM results were calculated. Use when bidding on work as some employers may be asked to provide their PRODM results or experience results.

Benefits include:

- Easy online access to employer reports and statistics at your convenience - no need to call or wait for the mail or file.
- Employers opt print and save these reports from connect.

Employer web administrators will automatically have access to the new reports and statistics on June 18 and will show up at the end of your list of services on the left of the screen.

**Claim cost reports and detailed health care cost reports** have been moved under the Reports and Statistics heading for web access.

The employer administrator for an organization can grant access to this service to others within their organization. Please remember that these reports and statistics contain private and confidential information; therefore, make sure you are giving access to the appropriate people within your organization. Also remember to not share user names and passwords.

**Get ready to use connect**

The connect applications require Microsoft Silverlight to be installed. Silverlight is a free Internet Explorer plugin which enhances these web services. If Silverlight is not already installed, the application will display a link to the Microsoft website to download Silverlight.

Before you sign in, you can test your computer system to ensure it will work well with our applications.

[Test your system settings](#)

On your first sign-in, check to make sure your organization's profile is correct.

The *Active* tab lists all purchase orders with treatments remaining. Select the green PLUS icon and the create invoice screen opens.

The screenshot shows the WHSCC connect portal with the "Purchase Orders" page. The left sidebar is the same as in the previous screenshot. The main content area is titled "Purchase Orders" and shows a table of active purchase orders. The table has the following columns: Actions, Worker Last Name, Worker First Name, Claim Number, PO Number, PO Effective Date, PO Issue Date, Treatments Approved, Treatments Paid, Treatments Pending Payment, Treatments Remaining, and Expiry Date. The table contains 5 rows of data.

| Actions | Worker Last Name | Worker First Name | Claim Number | PO Number | PO Effective Date | PO Issue Date | Treatments Approved | Treatments Paid | Treatments Pending Payment | Treatments Remaining | Expiry Date |
|---------|------------------|-------------------|--------------|-----------|-------------------|---------------|---------------------|-----------------|----------------------------|----------------------|-------------|
|         | Don              | Quinn             | 803395       | 1896129   | 2012-09-30        | 2012-09-30    | 11                  | 0               | 0                          | 11                   | 2013-03-28  |
|         | Don              | Mary              | 803394       | 1896123   | 2012-09-30        | 2012-09-30    | 11                  | 0               | 0                          | 11                   | 2013-03-28  |
|         | Don              | Tim               | 803393       | 1896121   | 2012-09-30        | 2012-09-30    | 11                  | 0               | 0                          | 11                   | 2013-03-28  |
|         | Don              | Sara              | 803392       | 1896119   | 2012-09-30        | 2012-09-30    | 11                  | 0               | 0                          | 11                   | 2013-03-28  |
|         | Don              | John              | 803391       | 1896117   | 2012-09-30        | 2012-09-30    | 11                  | 0               | 0                          | 11                   | 2013-03-28  |

3 of 3 records

## Create Invoice

This screen shows the details of the purchase order and you can enter your invoice number in the space provided. Select the calendar icon to enter the service dates for the patient.

The screenshot shows the 'Create Invoice' screen for Duane Doe. The 'PO Details' section includes:

|               |         |                      |            |                                   |    |
|---------------|---------|----------------------|------------|-----------------------------------|----|
| Vendor Number | 883123  | PO Issue Date        | 2012-09-05 | No. of Treatments Approved        | 11 |
| Claim Number  | 802049  | PO Effective Date    | 2012-09-20 | No. of Treatments Pending Payment | 9  |
| PO Number     | 1498229 | PO Expiry Date       | 2013-09-29 | No. of Treatments Used            | 9  |
|               |         | PO Inactivation Date |            | No. of Treatments Outstanding     | 2  |

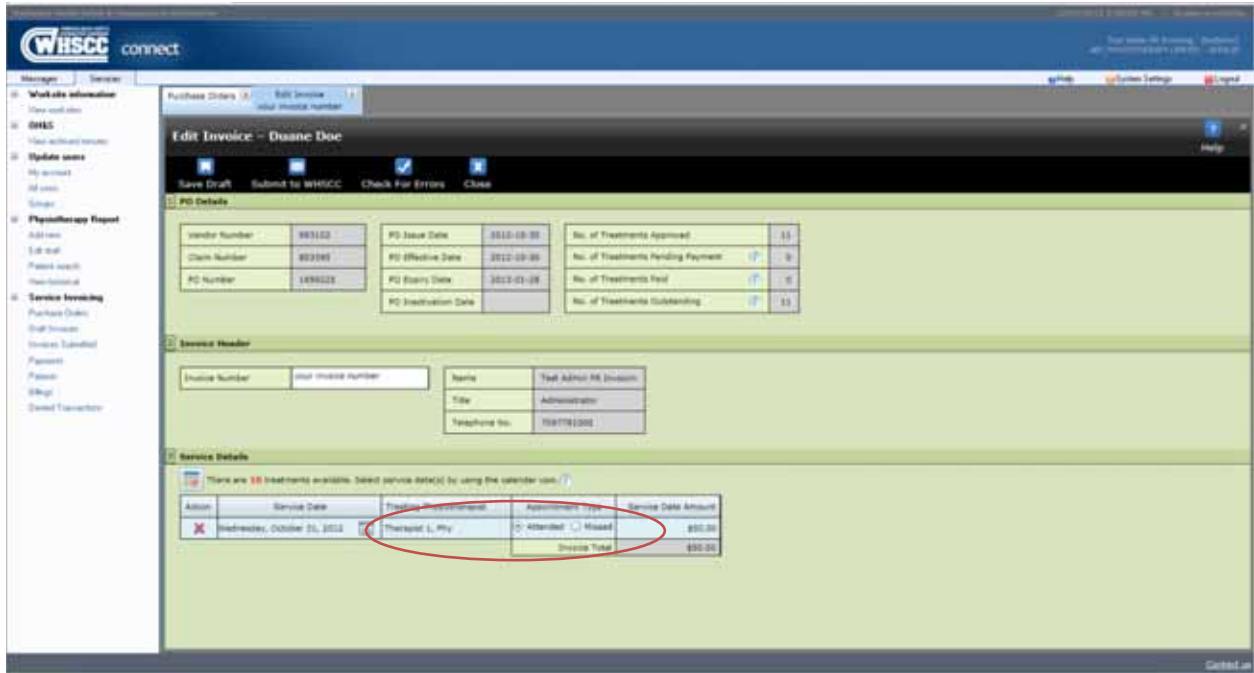
The 'Invoice Number' field is highlighted with a red circle and contains the text 'your invoice number'. The 'Service Details' table shows:

| Action | Service Date | Treating Physiotherapist | Appointment Type | Service Date Amount |
|--------|--------------|--------------------------|------------------|---------------------|
|        |              |                          | Invoice Total    | 82.00               |

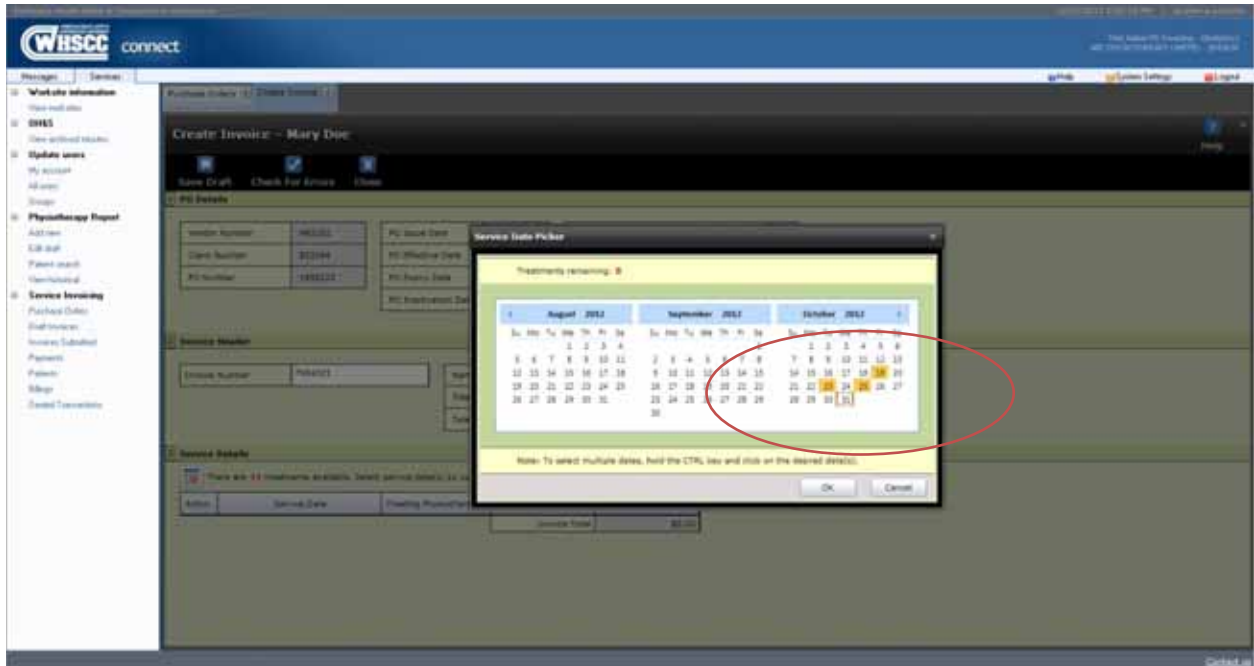
Use the calendar to select a service date and the number of treatments remaining decreases.

The screenshot shows the 'Create Invoice' screen with a calendar pop-up window. The calendar displays the months of August, September, and October 2012. The text 'Treatments remaining: 18' is highlighted with a red circle. The calendar interface includes a header for each month and a grid of dates. A note at the bottom of the calendar reads: 'Notes: To select multiple dates, hold the CTRL key and click on the desired date(s).'

Use the drop down menu to select the physiotherapist and select the appointment type. If there are no errors, you can submit this invoice or save it as a draft to add services dates and submit at another time.



This screen shows selecting more than one service date.



This screen shows three service dates added. You should now *check for errors*.

**Create Invoice - Mary Doe**

Save Draft   Check For Errors   Close

**PO Details**

|                 |        |                     |            |                                   |    |
|-----------------|--------|---------------------|------------|-----------------------------------|----|
| Provider Number | 98123  | PO Issue Date       | 2012-09-20 | No. of Treatments Approved        | 11 |
| Claim Number    | 88104  | PO Effective Date   | 2012-09-20 | No. of Treatments Pending Payment | 7  |
| PO Number       | 189820 | PO Expiry Date      | 2013-02-28 | No. of Treatments Paid            | 9  |
|                 |        | PO Institution Date |            | No. of Treatments Outstanding     | 11 |

**Invoice Header**

|                |        |               |                          |
|----------------|--------|---------------|--------------------------|
| Invoice Number | 794321 | Name          | Test Address PO Invoicer |
|                |        | Title         | Administrator            |
|                |        | Telephone No. | 7087181888               |

**Service Details**

There are 3 treatments available. Select service dates by using the calendar icon.

| Action | Service Date               | Treating Physiotherapist | Appointment Type  | Service Date Amount  |                 |
|--------|----------------------------|--------------------------|-------------------|----------------------|-----------------|
| X      | Friday, October 05, 2012   | Therapist 1, Phys        | Attended / Missed | \$50.00              |                 |
| X      | Tuesday, October 09, 2012  | Therapist 1, Phys        | Attended / Missed | \$50.00              |                 |
| X      | Thursday, October 25, 2012 | Therapist 2, Phys        | Attended / Missed | \$50.00              |                 |
|        |                            |                          |                   | <b>Invoice Total</b> | <b>\$150.00</b> |

Once the form is error free, the submit to WHSCC option appears. You can submit now and a confirmation appears. Or you can save it as a draft and add additional dates and submit at another time.

**Edit Invoice - Dianne Doe**

Save Draft   Submit to WHSCC   Check For Errors   Close

**PO Details**

|                 |        |                     |            |                                   |    |
|-----------------|--------|---------------------|------------|-----------------------------------|----|
| Provider Number | 98123  | PO Issue Date       | 2012-09-20 | No. of Treatments Approved        | 11 |
| Claim Number    | 88104  | PO Effective Date   | 2012-09-20 | No. of Treatments Pending Payment | 7  |
| PO Number       | 189820 | PO Expiry Date      | 2013-02-28 | No. of Treatments Paid            | 9  |
|                 |        | PO Institution Date |            | No. of Treatments Outstanding     | 11 |

**Invoice Header**

|                |                     |               |  |
|----------------|---------------------|---------------|--|
| Invoice Number | your invoice number | Name          |  |
|                |                     | Title         |  |
|                |                     | Telephone No. |  |

**Service Details**

There are 0 treatments available. Select service dates by using the calendar icon.

| Action | Service Date                | Treating Physiotherapist | Appointment Type  | Service Date Amount  |                |
|--------|-----------------------------|--------------------------|-------------------|----------------------|----------------|
| X      | Wednesday, October 11, 2012 | Therapist 1, Phys        | Attended / Missed | \$50.00              |                |
|        |                             |                          |                   | <b>Invoice Total</b> | <b>\$50.00</b> |

Invoice # your invoice number has been received by WHSCC.

Confirmation # 20127002194

Thank you

Date Received: 2012/10/31

Should you require to amend or delete this invoice you have until 2012/10/31 23:59:59

[Close](#)

## Invoices Submitted

This screen shows the invoice submitted.

The screenshot shows the 'Invoices Submitted' interface. At the top, there are filters for 'From Date' (2012-09-01) and 'To Date' (2012-09-30). Below the filters is a table with columns: Invoice Number, Submitted Date, Total Number of Treatments on Invoice, Invoice Amount, PO Number, Claim Number, Worker Last Name, Worker First Name, and WISCC Confirmation Number. One row is visible with a red 'X' icon in the 'Action' column, indicating a submitted invoice.

| Action | Invoice Number      | Submitted Date | Total Number of Treatments on Invoice | Invoice Amount | PO Number | Claim Number | Worker Last Name | Worker First Name | WISCC Confirmation Number |
|--------|---------------------|----------------|---------------------------------------|----------------|-----------|--------------|------------------|-------------------|---------------------------|
| X      | your invoice number | 2012-09-01     | 1                                     | \$50.00        | 1886228   | 683395       | Doane            | Doane             | 201279022184              |

Total Invoice Amount = \$50.00 (1 of 0 records)

You can go back to the purchase order screen and see the invoice submitted on that purchase order. If the pencil icon appears, you can edit that invoice before the Commission captures it for payment. The plus icon means to can add invoices to that purchase order.

The screenshot shows the 'Purchase Orders' interface. It features a table with columns: Action, Worker Last Name, Worker First Name, Claim Number, PO Number, PO Effective Date, PO Issue Date, Treatments Approved, Treatments Paid, Treatments Pending Payment, Treatments Remaining, and Expiry Date. A second table below shows invoice details with columns: Action, Invoice Number, Submitted Date, Total Number of Treatments, Invoice Amount, Invoice Status, WISCC Confirmation Number, WISCC Payment Date, and WISCC Receipt Number.

| Action | Worker Last Name | Worker First Name | Claim Number | PO Number | PO Effective Date | PO Issue Date | Treatments Approved | Treatments Paid | Treatments Pending Payment | Treatments Remaining | Expiry Date |
|--------|------------------|-------------------|--------------|-----------|-------------------|---------------|---------------------|-----------------|----------------------------|----------------------|-------------|
| +      | Doe              | Doane             | 683395       | 1886228   | 2012-09-01        | 2012-09-01    | 11                  | 0               | 1                          | 10                   | 2013-01-01  |
| +      | Doe              | Mary              | 683394       | 1886223   | 2012-09-01        | 2012-09-01    | 11                  | 0               | 0                          | 11                   | 2013-01-01  |
| +      | Doe              | Tom               | 683392       | 1886225   | 2012-09-01        | 2012-09-01    | 11                  | 0               | 0                          | 11                   | 2013-01-01  |
| +      | Doe              | Sam               | 683393       | 1886219   | 2012-09-01        | 2012-09-01    | 11                  | 0               | 0                          | 11                   | 2013-01-01  |
| +      | Doe              | John              | 683391       | 1886217   | 2012-09-01        | 2012-09-01    | 11                  | 0               | 0                          | 11                   | 2013-01-01  |

| Action | Invoice Number      | Submitted Date | Total Number of Treatments | Invoice Amount | Invoice Status | WISCC Confirmation Number | WISCC Payment Date | WISCC Receipt Number |
|--------|---------------------|----------------|----------------------------|----------------|----------------|---------------------------|--------------------|----------------------|
| X      | your invoice number | 2012-09-01     | 1                          | \$50.00        | Pending        | 201279022184              |                    |                      |

1 of 0 records

