



# Providers Invoicing Guide

## 2021 Calendar Year

### Invoicing:

If your bill/invoice amount is not listed,  
**YOUR REIMBURSEMENT MAY BE DELAYED.**

### Don't Risk Your Reimbursement!

You **MUST** bill/invoice on CDA's attendance record and **MUST** bill/invoice CDA based on your current rates on file.

- Do not deduct family fees or copayments from your invoiced amounts.
- If you bill monthly, enter the monthly invoiced amount only.
- If you bill weekly, enter the weekly invoiced amount for each week.

### Only bill/invoice Monthly or Weekly - NOT BOTH:

II. Provider Billing/Invoicing										
<b>PROVIDER:</b> Enter total amount billed for the current month only (do not deduct family fees):	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border: 2px solid red; padding: 5px;"> <div style="text-align: center; border-bottom: 1px solid black;">MONTHLY</div> <div style="border-bottom: 1px solid black; padding: 5px;">\$ _____</div> </td> <td style="width: 3%; text-align: center; vertical-align: middle;">or</td> <td style="width: 64%; padding: 5px;"> <div style="text-align: center; border-bottom: 1px solid black;">WEEKLY</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;">1) \$ _____</td> <td style="width: 33%; padding: 5px;">3) \$ _____</td> <td style="width: 33%; padding: 5px;">5) \$ _____</td> </tr> <tr> <td style="padding: 5px;">2) \$ _____</td> <td style="padding: 5px;">4) \$ _____</td> <td style="padding: 5px;">6) \$ _____</td> </tr> </table> </td> </tr> </table>	<div style="text-align: center; border-bottom: 1px solid black;">MONTHLY</div> <div style="border-bottom: 1px solid black; padding: 5px;">\$ _____</div>	or	<div style="text-align: center; border-bottom: 1px solid black;">WEEKLY</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;">1) \$ _____</td> <td style="width: 33%; padding: 5px;">3) \$ _____</td> <td style="width: 33%; padding: 5px;">5) \$ _____</td> </tr> <tr> <td style="padding: 5px;">2) \$ _____</td> <td style="padding: 5px;">4) \$ _____</td> <td style="padding: 5px;">6) \$ _____</td> </tr> </table>	1) \$ _____	3) \$ _____	5) \$ _____	2) \$ _____	4) \$ _____	6) \$ _____
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2) \$ _____	4) \$ _____	6) \$ _____								

JANUARY (6 Weeks)						
S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

FEBRUARY (5 Weeks)						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6

MARCH (5 Weeks)						
S	M	T	W	T	F	S
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

APRIL (5 Weeks)						
S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

MAY (6 Weeks)						
S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

JUNE (5 Weeks)						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

JULY (5 Weeks)						
S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST (5 Weeks)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

SEPTEMBER (5 Weeks)						
S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

OCTOBER (6 Weeks)						
S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

NOVEMBER (5 Weeks)						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

DECEMBER (5 Weeks)						
S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1