NEURO COMMUNITY CARE
PROVIDER PORTAL USER GUIDE

How to submit an invoice and required documentation

Please direct all technical questions and issues related to the provider portal to:
netsuitesupport@neurocc.com

Login to the Provider Portal
https://auth.secure.neurocc.com:8443/proxy/proxy-login.xhtml?from=https://system-netsuite-com.secure.neurocc.com/&request_auth=NetSuiteTBA&auth_id=prd
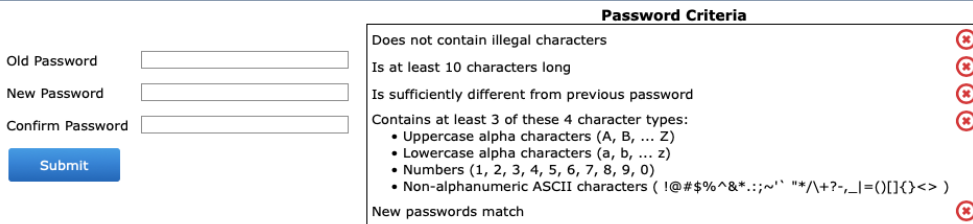

The first time access the portal, you will be required to set a new password. The password must meet the specified criteria. Once all the password criteria have been met, the red ⊗ will turn to a green √
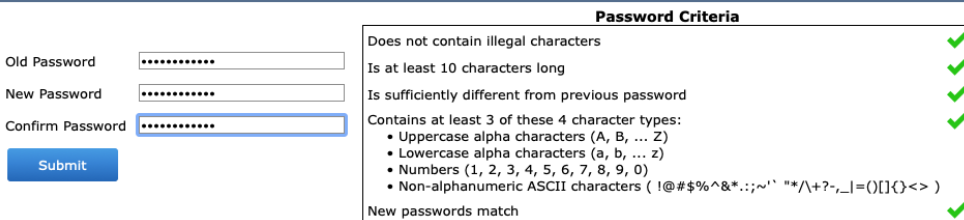
The home screen of the Provider Portal:
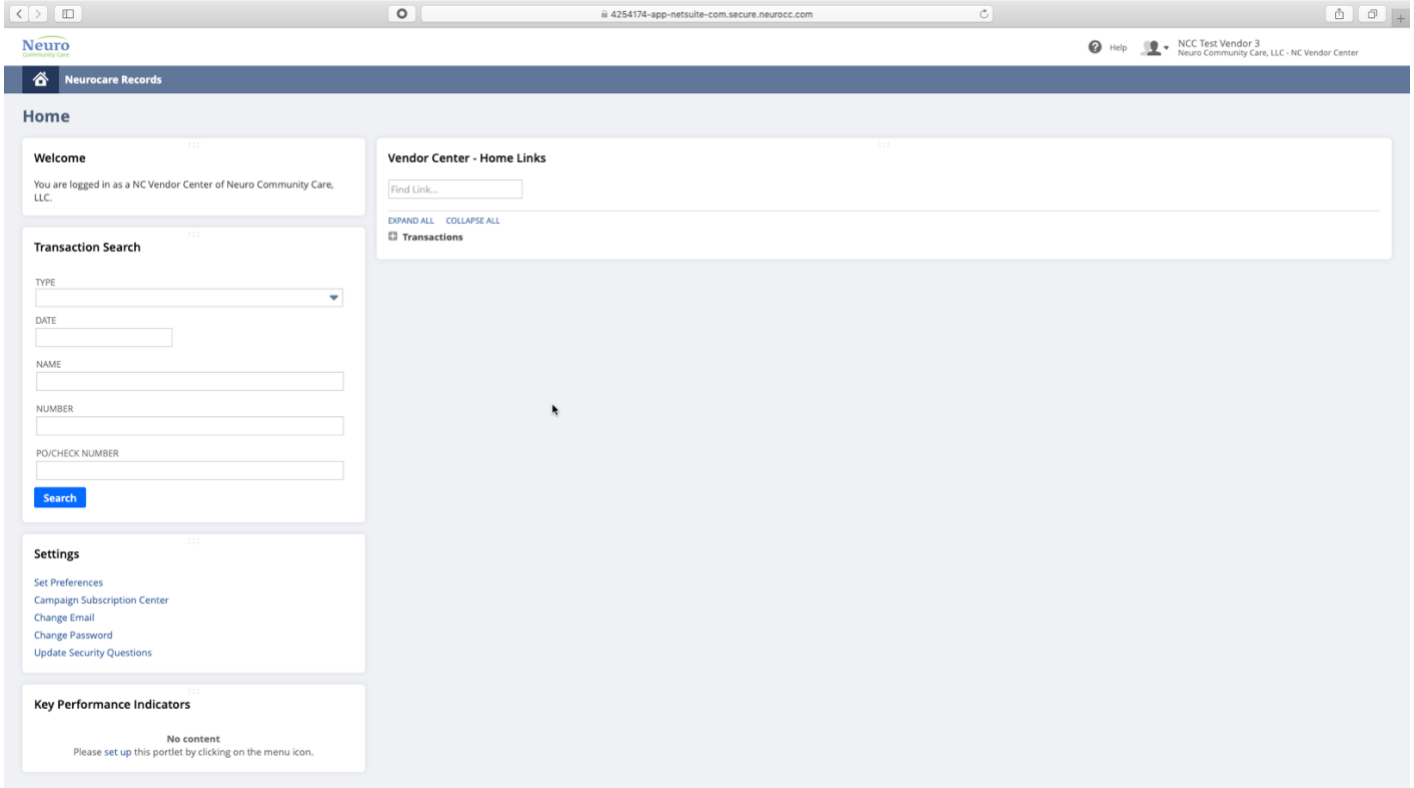
To add an invoice:
Neurocare Records
      Bill Management
            Portal Vendor Bill
                   New

Begin entering the invoice information on The Portal Vendor Bill screen

BILL NUMBER: Your invoice number. This must be a unique number and cannot be used again.
BILL DATE: The date of your invoice.
SERVICE START DATE: The first date of the service for which the invoice encompasses. For example, if you are submitting an invoice for the month of October, you would use 10/01/2019.
SERVICE END DATE: The last date of the service for which the invoice encompasses. For example, if you are submitting an invoice for the month of October, you would use 10/31/2019.
CLIENT PROJECT: Choose from the list of clients you currently serve.

Once these required fields are complete, you will choose the service(s) and/or expense(s) in the Items section.
NOTES:
- Please choose the service that corresponds to the service you are contracted to deliver.
- To search for a service, please use the **%** symbol
  - For example, to search for CSS, you can enter **%CSS** in the field.

Complete the line by adding:
- Quantity (i.e. hours)
    - Please note, the contracted rate will be added automatically.
- Description that corresponds with the line item you are entering.

CLICK ADD after each line.

Continuing entering until all items of the invoice are listed.

Once complete, you can upload the files (Invoice, Notes, Receipts) that correspond to the invoice you are submitting. The preferred method of the files is PDF. Do not send any links.   This site is HIPAA compliant and therefore there is no need to encrypt any documents.

Portal Vendor Bill

VB1146

| Edit | Back | Upload Files | Submit | 🖨 | ⊕▾ Actions▾ |

ID	BILL DATE	ASSOCIATED NETSUITE BILL
VB1146	11/4/2019	
BILL NUMBER	SERVICE START DATE	BILL STATUS
Test2	10/1/2019	
OWNER	SERVICE END DATE	CLIENT CUSTOMER
NCC Test Vendor 3	10/31/2019	1 WWP - Independence Program
DATE CREATED	CLIENT PROJECT	TOTAL
10/25/2019 11:17 am	2843 WWP - Independence Program : Test, Tobias	
LAST MODIFIED BY	VENDOR	
10/25/2019 11:17 am NCC Test Vendor 3	NCC Test Vendor 3	

Once on the Mange Files screen

1. Choose the file you want to upload
2. Choose the FILE TYPE from the dropdown list
3. Click UPLOAD FILE

Manage Files

| Upload File | Upload Complete |

UPLOAD FILE

| Choose File | no file selected |

Uploaded Files (0)

| FILE ID | FILE NAME | AD |
| No records to show. | | |

FILE TYPE

Client Note PDF
Expense Receipts PDF
Invoice PDF

| Upload File | Upload Complete |

Once all required documentation is uploaded, click UPLOAD COMPLETE

The last and final step is to SUBMIT the invoice.