

Hall, Sharon

From: Provider Management
Subject: New GVRA Payment Processing - Effective May 1, 2023
Importance: High

From: Young, Harriett <Harriett.Young@gvs.ga.gov>
Sent: Friday, April 14, 2023 10:23 AM
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Effective May 1, 2023, the following two requirements must be met by providers for all GVRA payment processing:

1. *This statement must be incorporated on all provider invoice packets indicating that you have reviewed the documents for accuracy, understand the consequences of submitting incorrect documents, and acknowledge the timeline for submitting payment requests:*

I hereby attest that this information is true, accurate, and complete and understand that any falsification, omission, or concealment of material fact may subject me or the represented organization to administrative, civil, or criminal liability. Furthermore, I am a duly authorized representative to sign such agreement for the party I represent.

I understand that in order to be reimbursed for the rendering of services, I must submit an invoice packet(s) in accordance with the approved written authorizations, rate schedule, and the GVRA/VR Provider Guidelines Manual within 30 days of the completion of the services being provided. I understand that all invoices must match or be less than the written service authorization.

2. It is the responsibility of the provider to ensure that all provider invoice packets include proof of participation by a VR client in an authorized service. Proof of client participation can be met by submitting one or more of the following:

A. Check document(s) being submitted

- ☐ **Client signed** time sheet
- ☐ **Client signed** progress report
- ☐ **Client signed** attendance sheet; or

☐ **Client signed** provider invoice

IF a provider is unable to submit one of the above, you must complete Section B below:

B. Complete if no client signature documents are being submitted

☐ Check if client signature was not received
Provide explanation for why provider was unable to obtain client signature:

(explanation is subject to approval before payment is processed)

The next Provider Information Forum will be held via Zoom on Wednesday April 26th at 10:00 am. If you have any questions regarding this communication, please submit them no later than Thursday April 20th to providermanagement@gvs.ga.gov and we will address them during the Forum.

Following these instructions will ensure there is no delay in processing your payment requests.

Your adherence is greatly appreciated.

GVRA Provider Relations



Georgia Vocational Rehabilitation Agency

Harriett Young

Executive Assistant I

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