



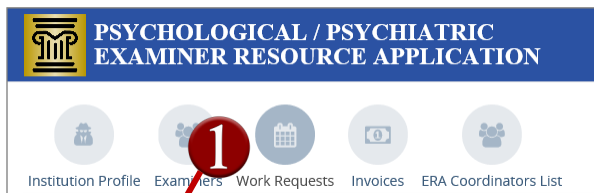
Adding Expenses on an Examiner's Work Request for Institutions

Add an expense to a work request

1. Click **Work Requests**, then click the work request ID number.
2. Click **Billing**, then **Add New Service Item**.
3. Select the below information:
 - Service Date
 - Service Type
 - Service Hours
 - Service Minutes
 - Examiner's Name
 - Add Comments
4. Click **Save To Institution Billing Queue**. The service expense will display on the expense list.



Only institution owners and authorized users with billing and invoicing access can add expenses to an examiner's work request.



Work Requests

Active Tentative Closed

Search

Work Request ID	Assigned	Work Request ID	Assigned
101	03/12/2020	101	03/11/2020

Case Number	Case Type	Case Number	Case Type
27-CR	Crim/Traf Mandatory	27-MH-	Commitment - Mentally Ill and Dangerous
Exam Type Rule 20.01	County Hennepin	Exam Type MI - Mentally Ill	County Hennepin
Party Name: Teser, RPS Four	Rate \$88.41 per Hour	Party Name: Jeff	Rate \$88.41 per Hour

In the Matter of the Civil Commitment of Jeff Respondent

WR Assignment Details Billing Comments

Service Expenses	Travel Expenses
<p>Max. Amount N/A</p> <p>Subtotal Amount \$88.41</p>	<p>Subtotal Amount \$0.00</p>

ADD NEW SERVICE EXPENSE

Service Date * 06/29/2020 Service Type * Record Review

Service Hours * 1 Service Minutes * 00 Subtotal \$ 88.41

Examiner * jil

Comments

Save As Unbilled Save To Institution Billing Queue Cancel

Service Expenses

Status	Service Date	Service Type	Service Hours	Rate	Comments	Examiner	Amount
<input type="checkbox"/>	Billing Queue 06/04/2020 (FY2020)	Evaluation Time	1 Hours	\$88.41 per Hour		jil	\$88.41
<input type="checkbox"/>	Billing Queue 06/29/2020 (FY2020)	Record Review	1 Hours	\$88.41 per Hour		jil	\$88.41



Adding Expenses on an Examiner's Work Request for Institutions

5. Click **Go To Billing Queue**, then click **Select All**.
6. Click **Generate Invoice**.
7. Review and click **Submit**. The "Invoice generated successfully" message will display.

PSYCHOLOGICAL / PSYCHIATRIC EXAMINER RESOURCE APPLICATION

RegPsych Wolff2

DASHBOARD / WORK REQUEST LIST / 27-M ID 1C

27-MH- ID: 10 Assigned (Assigned By: ERA User)

In the Matter of the Civil Commitment of Jeff, Respondent

5 [Go To Billing Queue](#)

Work Request 10 Party: , Jeff [Select All](#)

Primary Case Number	Exam Type	Rate	Travel Rate
27-MH-	MI - Mentally Ill	\$88.41 per Hour	\$1.47 per Hour

Expense Category	Date	Type	Hours	Rate	Comments	Examiner	Amount
<input type="checkbox"/> Service	06/04/2020 (FY2020)	Evaluation Time	1 Hours	\$88.41 per Hour		jill	\$88.41
<input type="checkbox"/> Service	06/29/2020 (FY2020)	Record Review	1 Hours	\$88.41 per Hour		jil	\$88.41

DASHBOARD / BILLING QUEUE & INVOICES

Billing Queue & Invoices

Search

[Billing Queue](#) [My Pending](#) [Under Review](#) [Approved](#)

Group By: Work Request [Generate Invoice](#)

6

DASHBOARD / BILLING QUEUE & INVOICES

Billing Queue & Invoices

Invoice Preview

Invoice # To be generated Invoice Date 06/29/2020 Status Preview

Payable To
Reg
30 St
Minneapolis, MN 55487
Phone: (651) 1
Vendor Code:

Invoice Total
\$176.82

Work Request ID 10 Hennepin County

Service Expenses

Date
06/04/2020 (FY2020)
06/29/2020 (FY2020)

7 [Submit](#) [Cancel Invoice](#)

