

## Vendor Information Portal Invoice Import (Batch Upload) File Specifications

*(Effective July 1, 2020)*

Starting July 1, 2020, the CSV file layout for imported invoices uses the following specifications for invoices that contain CMHI service items. If the invoice does not contain CMHI services, the previous format will continue to work. However, even invoices with non-CMHI services may use the updated format.

1. Column #1 (Start Date) – This column contains the date in which the service was performed. For CMHI services the time of service **MUST** also be included.
2. Column #2 (End Date) – For non-CMHI services, this column contains the same date as the start date. For CMHI services, the start date is also used. In addition, however, the **time** in which the service was completed **MUST** also be included.
3. Column #3 - Client ID number (provided by Choices).
4. Column #4 - Service code
5. Column #5 – Rendering Provider ID number (This number is different from your Vendor ID or Agency ID. Choices must provide you with a list of provider ID's for your agency.)
6. Column #6 – Number of units. For CMHI services with a billing type of 1 hour or 15 minutes, the number of units is calculated automatically based upon the start date and end date. So even though this column must contain a value, it is ignored.
7. Column #7 – Billing rate per unit. The "\$" is not needed.

**Please Note:** In the previous file format, the Bill Unit Type (i.e. hour, day, unit) was specified. With the new format, this element is determined by the service code and is no longer required.

	Column #1	Column #2	Column #3	Column #4	Column #5	Column #6	Column #7
	Start Date (with Time *)	End Date (with Time *)	Client ID	Service Code	Rendering Provider ID	Units	Rate
CMHI Service	05-01-2020 10:00:00 AM	05-01-2020 10:23:00 AM	1163728	11808	1036595	10	26.14
Non-CMHI Service	05-05-2020	05-05-2020	78778	5516	1036595	2	94.50

***Below is a sample of the actual file layout of the import file. The first row is a CMHI service and the second row is a non-CMHI service:***

05-01-2020 10:00:00 AM,05-01-2020 10:23:00 AM,1163728,11808,1036595,10,26.14  
 05-05-2020,05-05-2020,78778,5516,1036595,2,94.50