## Invoice template for invoicing payors

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| Name Address Line 1Address Line 2Address Line 3POSTCODE**Invoice Date**: **Invoice No:**  |

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| **PRACTITIONER INFORMATION** |
| **Title:** |  | **Surname:** |  | **First name(s):** |  |
| **Provider / professional no:**  | If you’re recognised by the payor, you should have been issued with a provider number. If not, enter your professional number (GMC/HCPC etc.)  | **Specialty:**  |  |
| **Telephone no:** |  | **Email:**  |  |
| **Billing address:**  | **Payment Details:** |
|  | **BACS Transfer:** [ ] **Account no: Sort code:** |
| **Cheque:** [ ]  |
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| PATIENT INFORMATION |
| Title: |  | Surname: |  | First name(s): |  |
| Paying Organisation:  |  | Policy no: (if applicable)  | This is the number issued by the payor to the patient |
| Patient Address: | D.O.B: |  |
|  | Authorisation no: (if available) |
| This is the pre-authorisation code obtained from the payor by you or the patient  |
| If you are not the lead consultant, please provide the name of the consultant in charge of overall patient care. |
| Name of lead consultant: |  | Provider / professional no: |  |
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| TREATMENT DETAILS Should indicate when and where the treatment was carried out. The admission and discharge dates are required for inpatient care |
| Location of treatment: | Where the treatment was carried out  |
| Diagnosis code / description: (if applicable) | Some payors want to know what’s wrong with the patient  |
| TREATMENT CHARGES & FEES |
| Please include code and description of procedure where the treatment was procedural. |
| DATE OF TREATMENT | DESCRIPTION / PROCEDURES | TREATMENT SETTING | FEE  |
| This should be the actual date of treatment and not the invoice date | Description of the service provided and if the treatment was a procedure also add this information - procedure codes are found on the CCSD or the respective payor websites  | This should be where the care was delivered e.g. inpatient, outpatient, day case, or consulting room |  |
|  |  |  |  |
| TOTAL AMOUNT: | £0.00 |