



Expert Billing & More, Inc.

OCTOBER 2006 UPDATE

NEW ADDRESS: PLEASE REMEMBER THAT WE HAVE MOVED. OUR NEW ADDRESS IS 1326 S. RIDGEWOOD AVENUE, SUITE 19, DAYTONA BEACH, FL 32114. PLEASE SEND ALL MAIL TO THIS ADDRESS BECAUSE MAIL THAT HAS TO BE FORWARDED TAKES 10-14 DAYS FOR US TO RECEIVE IT.

NEW PHONE NUMBER: EFFECTIVE IMMEDIATELY, PLEASE USE THE FOLLOWING PHONE NUMBERS:
MAIN NUMBER: 386-257-4349 FAX: 386-257-0816

IF YOU FAX YOUR INVOICES PLEASE REMEMBER TO CALL OR EMAIL TO VERIFY WE RECEIVED THEM THE SAME DAY YOU FAXED THEM. ALSO, PLEASE NUMBER YOUR PAGES # OF # SO THAT WE CAN BE SURE WE RECEIVED ALL PAGES. **IF YOU EMAIL YOUR INVOICES**, PLEASE WATCH FOR A CONFIRMATION EMAIL FROM US. **IF YOU DO NOT RECEIVE ONE**, PLEASE CALL BECAUSE THAT MEANS WE DID NOT RECEIVE THE EMAIL.

SERVICE AUTHORIZATIONS: MANY OF YOU HAVE STARTED RECEIVING REVISED SERVICE AUTHORIZATIONS. PLEASE BE SURE THAT YOU ARE REVIEWING THEM CAREFULLY TO ENSURE THAT THERE ARE ENOUGH FUNDS APPROVED TO COVER THE TIME PERIOD INDICATED ON THE AUTHORIZATION. THIS IS A HUGE PROJECT FOR BOTH THE SUPPORT COORDINATORS AND THE LOCAL DISTRICTS SO THERE ARE BOUND TO BE MISTAKES.

IT IS ALSO IMPORTANT TO REMEMBER THAT IF YOUR AUTHORIZATION SPECIFIES A CERTAIN AMOUNT OF HOURS PER DAY, WEEK OR MONTH, THEY WILL BE CALCULATED TO THE EXACT QUARTER HOUR ON THE REVISED AUTHORIZATION WHICH COULD CAUSE A SHORTAGE IN FUNDING FOR EITHER OF THE NEW AUTHORIZATIONS IF YOU HAVE NOT BEEN ADHERING TO THESE LIMITS.

NEW LATE FEE POLICY REMINDER: PLEASE REMEMBER THAT EFFECTIVE AUGUST 1, 2006, A NEW LATE FEE POLICY WAS INSTITUTED. THE LATE FEE IS NOW 15% OF THE TOTAL INVOICE CHARGE, WITH A MINIMUM CHARGE OF \$15.00. **IF YOU ARE NOT ABLE TO MAKE YOUR PAYMENT BY THE 25TH OF THE MONTH, CONTACT OUR OFFICE PRIOR TO THIS DATE TO MAKE PAYMENT ARRANGEMENTS.** *AGAIN, WE APPRECIATE ALL THE PROVIDERS THAT DILIGENTLY PAY ON TIME.*

As always, please feel free to call if you have questions.