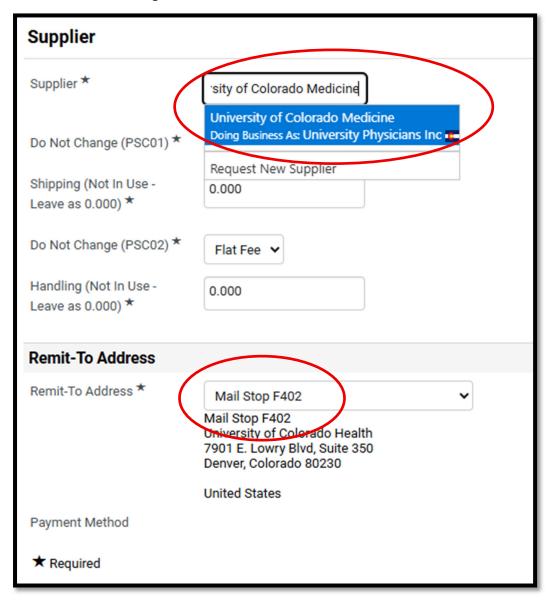
## Entering Invoices as University of Colorado Hospital Authority Payment Vouchers



To begin paying an invoice for University of Colorado Hospital Authority (UCHealth), find the Medical Affiliates – PV tile in CU Marketplace. Once you select the tile, you begin by selecting the "supplier page" which looks like the image below.



In the "Supplier" box, type in "University of Colorado Medicine" and select the supplier titled "University of Colorado Medicine"

## Then, select the Remit-To Address shown in the picture above and listed below:

Mail Stop F402 University of Colorado Health 7901 E Lowry Blvd, Suite 350 Denver, Colorado 80230

Click "Save Progress" and move to the next page, "Questions".

## On the "Questions" page, you will need to enter information in the following fields:

- I confirm that my invoice is from one of the suppliers listed above
  - Select "Yes"
- Business Purpose:
  - Type what the purpose of the voucher is. This can look like "Patient Charges for [Study Number]"
- Amount:
  - Enter the dollar amount of the invoice
- Supplier Invoice Number
  - o Enter the Supplier Invoice Number
- Invoice Date
  - o Enter the date of the invoice
- Invoice Upload
  - Only upload the invoice file if there is *no* personally identifiable health information on it.
     For most CU Medicine Invoices, there is identifiable health information, so *do not* include them.
- Warrant Delivery Code
  - Select "Campus Mail"

## Below are examples of what the most important fields will look like:



After completing the "Questions" page, save progress and move to the next screen. This will bring you to the "Codes" screen.

On this screen, you will be entering the account code for the transaction, as well as the speedtype. The form will appear as follows:



Click the "edit" button circled in the screenshot above to change the Speedtype and Account Code.

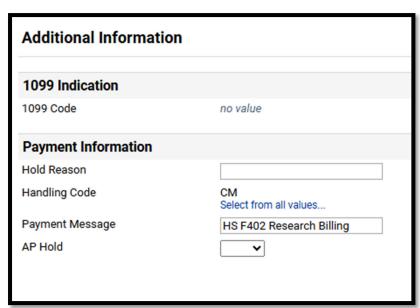
The Account Code for University of CU Medicine invoices will typically be 535207 for CU Medicine

Physician Billings.

Once you have clicked on the "Edit" button, the following screen will appear. In this interface, you can change the account code and speedtype. After completing, select "Recalculate And Save".



Then, click the "Next" button to advance to the "Additional Information" screen. This will appear below. For the handling code, select "CM" for Campus Mail. In the Payment Message box, type "HS F402 Research Billing". This will ensure your payment will be delivered to the correct location.



After completing this step, you may move to the "Review and Submit" page and submit the Payment Voucher. To make this process easier in the future, you may add the filled-out form to favorites on this screen. If you do, remember to edit your Speedtype, Invoice Number, Amount, Date, and Business Purpose Study Number each new payment voucher you submit from the template.

After you submit your Payment Voucher for approval, write down the form number for future reference information.

