

# Facility User Quick Start Guide

## User Quick Start Guide: Dynafios APP

Easy to use quick guide provides a simple step by step guide for frequently used functions:

[Dynafios APP Dashboard Navigation](#)

[Approval Process](#)

[Processing Payments-Invoice Dashboard](#)

[Payment Status Dashboard](#)

[Running Reports](#)

[Practice Manager Quick Guide](#)

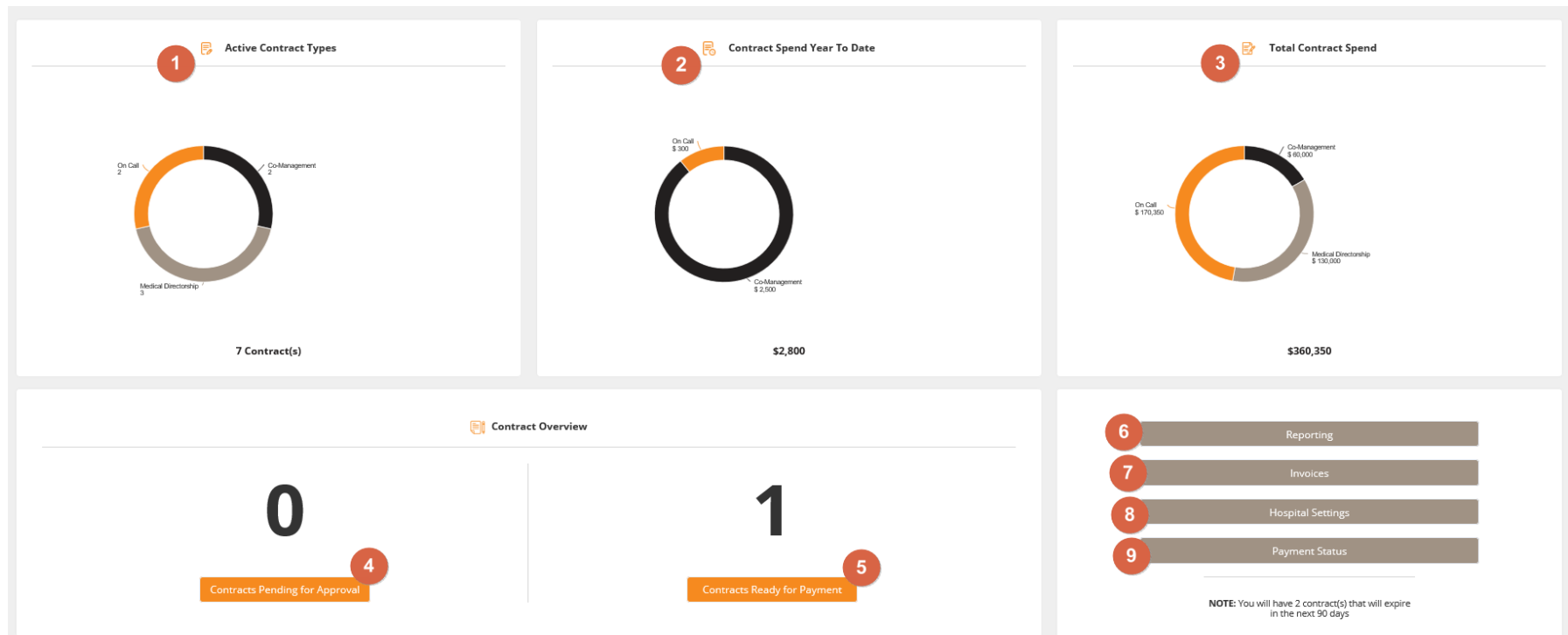
[Other User Functions](#)

## HOME DASHBOARD

The Dynafios APP User Dashboard provides all facility users the necessary tools to oversee facility contracts, manage approvals, payments & reporting.

1. **Active Contract Types:** A breakdown of active contracts by type. (Information is specific to each user type and visibility)
2. **Contract Spend YTD:** Indicates the \$ amount the Facility I has paid out for all active provider contracts by type.
3. **Total Contract Spend:** Indicates total potential spend by contract type over a 12-month period.

Welcome to Your TRACE Dashboard



4. **Contracts Pending for Approval:** Tap to access Approval Dashboard. The number updates to indicate # of contracts ready for user to approve. Once user approves all contracts in queue, the counter will go to 0 indicating no further action is needed.
5. **Contracts Ready for Payment:** Access for applicable users only; the number indicates how many contracts have been fully approved and are ready for payment. The button will direct the User to the "Invoice Dashboard" and they will submit payment for all approved & qualified physicians.
6. **Reporting:** The button takes the User to Report Generation: "Hospital Report, Payment Status Report, Invoices, Physician Logs, Active Contracts"
7. **Invoices:** This button takes the User to the "Invoice Dashboard" to view and/or generate physician invoices for payment

8. **Facility Settings:** Navigation to Settings Dashboard for Facility Admin Users & User Profile information (See section for Facility Admin Users)
9. **Payment Status:** Navigation to Payment Status Dashboard available for ALL Facility Users to track contract approvals in real time.

**List of Contract Specifics:** Expand + sign to view relative contract details. Viewable information specific to each user.

1. **Contract Name**
2. **Practice Name**
3. **Provider Name**
4. **Contract Approvers**
5. **Contract Details** ⓘ
6. **Link to full contract/amendment(s)** 📄

List of Contract Specifics

⊖ Zion Park Medical Center

⊖ Call Coverage - Ortho... Total Physicians - 1 Paid to Date - \$58,600

⊖ Victory Orthopaedic Ass... 1 Physician(s) Paid to Date - \$58,600

Tanya Lockett FM: Judy Cameron EM: James T Zorn 📄 ⓘ

⊖ Call Coverage - OBGYN Total Physicians - 2 Paid to Date - \$101,054

⊖ Victory Orthopaedic Ass... 1 Physician(s) Paid to Date - \$85,850

Russell Williamson FM: Judy Cameron EM: James T Zorn 📄 ⓘ

⊕ Willowglen GYN PLLC 1 Physician(s) Paid to Date - \$15,204

⊖ Call Coverage - Ophth... Total Physicians - 1 Paid to Date - \$57,650

⊕ Victory Orthopaedic Ass... 1 Physician(s) Paid to Date - \$57,650

⊕ Hospitalist Coverage Total Physicians - 2 Paid to Date - \$25,225

Med Dir - Population Health

Start Date: 08/01/2019

End Date: 07/31/2021

Final Submission Date: 08/30/2021

Min Hours: 0.00 / Month

Max Hours: 20.00 / Month

Rate: \$150.00 / Hour

Revised February 2022

©2022 All rights reserve

Page 3 of 14

## APPROVAL PROCESS

The purpose of the Approval Dashboard is to provide a one stop shop for Approvers to Review, Approve or Reject Provider Contracts/Timesheets.

Default screen displays **CONTRACT TYPE SUMMARY** including # of Contracts, Periods & Calculated payments available to approve.

**Filters will default to all;** however, use the active filters up top to view specified *Facility, Practice, Payment Type, Agreement, Physician, Contract Type, or Period.*

Welcome to the Approval Dashboard

Home Reporting Invoices Payment Status


Facility: All Agreement: All  
Practice: All Physician: All  
Payment Type: All Contract Type: All








Time Period: Start Month End Month  
1: 03/01/2021 2: 04/30/2021

					✓	✗
+	Medical Directorship	Total Contracts to Approve 3	Period(s) ( Mar 2021 - Apr 2021)	Calculated Payments: \$4,587.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>
+	On Call	Total Contracts to Approve 2	Period(s) ( Mar 2021 - Apr 2021)	Calculated Payments: \$10,804.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
+	Co-Management	Total Contracts to Approve 1	Period(s) ( Mar 2021 - Apr 2021)	Calculated Payments: \$270.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Export To Excel Column Display Preferences Submit for Approval


**Approve/Reject check boxes:** At the contract summary level, the check boxes will default to approve; if user chooses NOT to expand and review the provider(s) contract details, they can tap "Submit for Approval." **DISCLAIMER:** You will be approving ALL contracts.

**PROVIDER SUMMARY:** Tap on the + sign to view the contract details by **provider**. Each provider contract will show *periods* available to approve, *summation of time submitted vs. expected & calculated payment vs. expected* & a link  to full copy of provider contract.

On Call								<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total Contracts to Approve 3		Period(s) ( Feb 2021 - May 2021)		Calculated Payments: \$15,800.00				<input checked="" type="checkbox"/>	<input type="checkbox"/>
+ Doug Baldwin	Mar 2021 - Mar 2021	Call Coverage - Ophthalmology	HRS Approving: NA	EXP HRS: NA	CALC PMT: \$600.00	EXP PMT: NA		<input checked="" type="checkbox"/>	<input type="checkbox"/>
+ Gino Castillo	Feb 2021 - Mar 2021	Call Coverage - OBGYN	HRS Approving: NA	EXP HRS: NA	CALC PMT: \$9,200.00	EXP PMT: NA		<input checked="" type="checkbox"/>	<input type="checkbox"/>
+ Russell Williamson	May 2021 - May 2021	Call Coverage - OBGYN	HRS Approving: NA	EXP HRS: NA	CALC PMT: \$6,000.00	EXP PMT: NA		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medical Directorship								<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total Contracts to Approve 4		Period(s) ( Mar 2021 - May 2021)		Calculated Payments: \$7,212.50				<input checked="" type="checkbox"/>	<input type="checkbox"/>
+ Daniel Mariner	Mar 2021 - May 2021	Medical Dir - Palliative Care	HRS Approving: 2.25	EXP HRS: 30.00	CALC PMT: \$225.00	EXP PMT: \$3,000.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>
+ Doug Baldwin	Mar 2021 - Mar 2021	Medical Staff - President	HRS Approving: 3.75	EXP HRS: 15.00	CALC PMT: \$750.00	EXP PMT: \$3,000.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>
+ Lauren Brady	Mar 2021 - Apr 2021	Med Dir - Family Medicine	HRS Approving: 17.75	EXP HRS: 26.00	CALC PMT: \$3,550.00	EXP PMT: \$5,200.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>
+ Russell Williamson	Apr 2021 - May 2021	Med Dir - Total Joints	HRS Approving: 10.75	EXP HRS: 40.00	CALC PMT: \$2,687.50	EXP PMT: \$10,000.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Export To Excel
Column Display Preferences
Submit for Approval

User can choose to Approve at Provider Level or **Reject & Unapproved** timesheet back to the Provider (This will unlock all provider logs on timesheet and allow them to add/edit/delete. They will then be required to REAPPROVE once submissions are accurate.

Medical Directorship								<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total Contracts to Approve 1		Period(s) ( Mar 2021 - Apr 2021)		Calculated Payments: \$3,550.00				<input checked="" type="checkbox"/>	<input type="checkbox"/>
+ Lauren Brady	Mar 2021 - Apr 2021	Med Dir - Family Medicine	HRS Approving: 17.75	EXP HRS: 26.00	CALC PMT: \$3,550.00	EXP PMT: \$5,200.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Date
Agreement

03/02/2021
Directorship Agreements-

03/05/2021
Directorship Agreements-

Are you sure you want to Reject & Unapprove all logs back to provider ?

Cancel
Ok

Approve
Reject
Approval Level 1

Judy Came Pending
Judy Came Pending

Tap + Sign to Expand Provider to view **log details**. Hover over details to see "Full details." User can Approve, Reject or Uncheck individual logs.

Medical Directorship

Total Contracts to Approve 1

Period(s) ( Apr 2021 - May 2021)

Calculated Payments: \$2,687.50

Russell Williamson

Apr 2021 - May 2021

Med Dir - Total Joints

HRS Approving: 10.75

EXP HRS: 40.00

CALC PMT: \$2,687.50

EXP PMT: \$10,000.00

<

### Rejecting individual Logs:

1. Tap the check box for reject next to the log.
2. Select a Reason for Rejection or Custom. Repeat steps as needed.
3. Once all appropriate logs are checked to reject; tap "Submit For approval "and ALL logs checked to Approve will move forward, and any logs checked to reject will be sent back to the provider for further review.
4. Provider will receive an email and notification with rejection reason for review.

**Export to Excel:** Tap the Export to Excel button to export all available contracts and details for approval. Utilize filters as needed for export preferences.

**Column Display Preferences:** View or Hide column data at contract details level (This is the after expanding the + Sign next to each Contract Type & Physician).

## Invoice Generation- Contracts Ready for Payment

1. Provider Contracts available for payment will display under **"Pending Payments."**
2. User selects a period under contract *i.e., January 2021*, and payment amount(s) for qualifying providers will auto-calculate in **Orange**.
3. The Digit(s) next to Provider's name indicate total units of activity approved based upon contract type (i.e., Hours or Periods/Shifts).
4. The check box next to the payment amount indicates the providers that will appear on the output invoice.

**NOTE: If only a single provider, practice, or contract is preferred per invoice, utilize the filters prior to processing.**

5. Once payment amount is confirmed, tap "Submit Payment" & any calculated payments in ORANGE with Box checked will process on invoice.

A PDF of the generated invoice is sent to indicated e-mail recipients per contract set-up. To view automatically generated invoices

- Select **Reports** Tab & then select **Invoices**.
- All automatically generated invoices will be saved under Invoices as a PDF.

Specified Users will access the Invoice Dashboard to provide final review of calculated contract payments and generate invoice for processing.



Zion Park Medical Center

Stella Martin

Overview Agreements Contract Approvers Users Practices Reports **Invoice** Settings

Pending Payments
<b>Call Coverage Contracts</b>
APP Supervision
January 2021
February 2021
March 2021
April 2021
May 2021
<b>Call Coverage - Oncology</b>
April 2021
May 2021
<b>Oncology Medical Director</b>
Med Dir - Oncology
April 2021
May 2021
<b>OBGYN Coverage</b>
Call Coverage-Vascular
January 2021
<b>UTHET Hospitalist Tyler Call</b>
Yr 1 Cardiovascular On Call
March 2021

Agreement 1

Call Coverage Contracts

Practice

All

Payment Type

Stipend

Contract Type

All

Physician

All

Date :

29: 01/01/2021 - 01/31/2021

APP Supervision

Expected Practice Total : \$1000.00

Practice Total : \$0.00

Williams Oncology Group

Murphy, Peyton [ 1 ]  ☒

Expected Physician Total : \$1000.00

Expected Practice Total : \$4000.00

Practice Total : \$0.00

Victory Orthopaedic Associates

Williamson, Russell [ 0 ]  ☒

Expected Physician Total : \$4000.00

Submit Payment

## Additional Tips About Payment Processing

1. Once a payment is generated and invoice created, the contract & period will drop off "Pending payments" and the payment amount will show in **Black**

If an invoice needs to be regenerated, **Check the box** next to ☒ Black payment amount. Once an invoice has been generated, the check box will default to unchecked to avoid duplicate payments.

2. The calculated amount Can be overridden, and manual amount owed to provider can be input.
  - a) **If the amount exceeds the calculated payment, the excess amount will display in RED but allow for processing.**
  - b) **If manual payment amount is less than calculated payment, system will indicate an additional payment owed.**
3. If the user would like to generate an invoice for a specific physician, practice, or contract, they can also create under Reports Tab (Please see Reporting section for detailed instructions)



**QUICK TIP:** User shall utilize filters to view information to rerun invoices, confirm payments or update payments.





## SAMPLE INVOICE

1. The auto-generated invoice includes all necessary information for A/P Payment processing.
2. The invoice can be customized with information such as "Vendor ID", Contract #, Cost Ctr, etc.
3. All log details including summary of time worked, payment amount and approval signatures are included on the invoice.

Invoice #	Invoice Run Date	DYNAFIOS Invoice / Check Request				
April 006	04/10/2020 at 10:52:18 AM	Date Range:12/01/2019-12/31/2019				
		<div><b>DYNAFIOS</b> ALIGNING PROVIDER PAYMENT</div>				
Facility:	Zion Park Medical Center					
	1456 Jimmy Johns Rd					
	Webster Washington					
Liberty Anesthesia LLC						
Contract	Physician	Actions	Hours/ Days	Rate	Calculated Payments	Actual Payments
Medical Director- Pain Management	Moore MD, Patrick	Academics/Education	3.00	\$150.00	\$450.00	
		Administration	1.00	\$150.00	\$150.00	
		Provider 1 on 1 Meetings	1.75	\$150.00	\$262.50	
		Leadership Meetings	2.00	\$150.00	\$300.00	
1215-0222-12385-006	Vendor ID 112548	TOTAL	7.75	-	\$1162.50	\$1162.50
Physician	Approval Level 1	Approval Level 2	Approval Level 3	Approval Level 4	Approval Level 5	Approval Level 6
		NA	NA	NA	NA	NA
	Contract Manager	NA	NA	NA	NA	NA
	James T Zorn	NA	NA	NA	NA	NA
02/13/2020 10:48 AM MST	03/18/2020 09:25 AM PDT	NA	NA	NA	NA	NA

## PAYMENT STATUS DASHBOARD

The purpose of the Payment Status Dashboard is to provide facilities a central location to view all Providers contracts & timesheet logs that are in "pending status" and identify where in the approval process the logs are being held-up.

1. **Active Filters:** Use the active filters to view preferred information (Provider, Agreement, Practice, Contract Type, Date Range)
2. **Column Display Preferences:** Tap Column Display preferences to edit viewable information by column.
3. **Export to Excel** – Tap the Export to Excel button to export the logs in the details section to an Excel spreadsheet.
4. **Navigation Buttons:** Use the navigation buttons at the top right of the screen to navigate to the home/landing page, the invoice dashboard, or the reports tab of the application.

Welcome to the Payment Status Dashboard

4

Home Reporting Invoices Approval Dashboard

Facility: All

Practice: All

Payment Type: All

Status: All

1

Agreement: All

Physician: Lockett, Tanya

Contract Type: All

Time Period: Start Month End Month  
1: 02/01/2021 1: 02/28/2021

Date	Agreement	Contract Name	Practice	Physician	Log	Details	Hours Worked	Physician Approval	Approval Level 1	Approval Level 2
02/20/2021	Call Coverage Contracts	Call Coverage - Orthopedic	Victory Orthopa...	Tanya Lockett	On-Call		1	Approved	Judy Cameron Pending	James T Zorn Pending
02/22/2021	Call Coverage Contracts	Call Coverage - Orthopedic	Victory Orthopa...	Tanya Lockett	On-Call		1	Approved	Judy Cameron Pending	James T Zorn Pending
02/23/2021	Call Coverage Contracts	Call Coverage - Orthopedic	Victory Orthopa...	Tanya Lockett	On-Call		1	Approved	Judy Cameron Pending	James T Zorn Pending
02/25/2021	Call Coverage Contracts	Call Coverage - Orthopedic	Victory Orthopa...	Tanya Lockett	On-Call		1	Approved	Judy Cameron Pending	James T Zorn Pending

Column Display Preferences

2

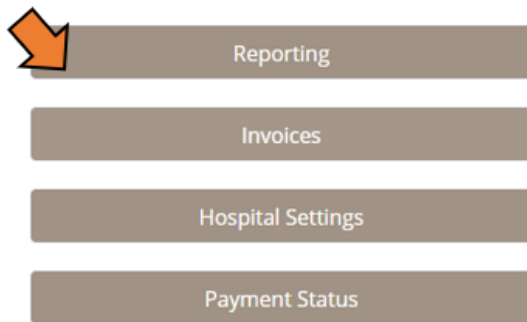
3

Export To Excel

## REPORTING

A variety of Reports can be generated, By contract type, agreement, period, practice, or provider. See below how to generate a report and identify which report provides the appropriate information

From the main Dashboard select the **Reports Tab** & then select the Tab with the preferred report.



Tap **Generate**

Select Report Criteria:

- Contract Type
- Agreement
- Time Period
- Physicians

Tap **Submit** & Report will generate in XLS format.

The screenshot shows the reporting interface for Zion Park Medical Center, user Stella Martin. The 'Reports' tab is selected, and the 'Invoices' sub-tab is active. A table lists generated reports with columns for Filename, Created, and Actions. Below the table, the 'Contract Type' is set to 'Medical Directorship'. The 'Show All Physicians' checkbox is unchecked. The 'Agreement' section shows three options: 'Medical Directorship Agreement' (selected), 'P. Mahomes - Med Director & Call - Pain Management', and 'Victory Med Group Directorships'. Each agreement has associated start and end month dropdowns. The 'Physicians' section shows a list of names: 'Baldwin, Douglas', 'Brady, Lauren', and 'Smith, Russell'. A 'Deselect All' checkbox is checked. At the bottom, a 'Submit' button is visible.

Filename	Created	Actions
Invoices_06092020092707.pdf	06/09/2020	[Icon]
Invoices_06092020092339.pdf	06/09/2020	[Icon]
Invoices_06022020084343.xlsx	06/02/2020	[Icon]

**Contract Type**: Medical Directorship

**Show All Physicians**: ☐ Checked to include deleted physicians.

Agreement	Start Month	End Month	Physicians
<input checked="" type="checkbox"/> Medical Directorship Agreement	10: 05/01/2020	10: 05/31/2020	Victory Orthopaedic Associates Baldwin, Douglas Brady, Lauren Smith, Russell
<input type="checkbox"/> P. Mahomes - Med Director & Call - Pain Management	6: 05/01/2020	6: 05/31/2020	
<input type="checkbox"/> Victory Med Group Directorships	10: 05/01/2020	10: 05/31/2020	

☒ Deselect All (Control/Command + Click to select or deselect items)

Click the agreement(s) for your report or check request before pressing submit.

**Submit**

--	--

### Physician Logs Report:

- Detailed logs for specified contract, period, and physician.
- Includes Hours/Days worked summary
- Approver Dates & Signatures

**NOTE:** This report cannot be generated until all approvals and payments have been completed for the month.

### Physician Logs Report

ZION PARK MEDICAL CENTER  
Cumulative Physician Log Report  
Period: 12/01/2019 - 03/31/2020  
Run Date: 04/10/2020

Physician Contract Details		Breakdown						
Practice	Physician	Action	Log Details	Period / Date	Max Hours Possible	Hours Worked	Physician Approved Date	Level 1 Manager Approved Date
<b>P. Mahomes -Med Director &amp; Call - Pain Management</b> Contract Period: 12/01/2019 - 12/31/2020 Report Period: 12/01/2019 - 12/31/2019								
Liberty Anesthesia LLC	Moore MD, Patrick			12/01/2019 - 12/31/2019	20	7.75		
		Academics/Education	3 hours daily schedule clinical teaching	12/09/2019	-	3	02/13/2020	03/18/2020
		Administration	1 hour pretext administration and phone recording	12/13/2019	-	1	02/13/2020	03/18/2020
	Moore MD, Patrick	Leadership Meetings	Provider Recruitment discussion to Pain mgmt group with John, Rick, Shirley and Teresa.	12/20/2019	-	2	02/13/2020	03/18/2020
		Provider 1 on 1 Meetings	1 on 1 training with new NP on SM for review of pre-op protocols.	12/30/2019	-	1.75	02/13/2020	03/18/2020
Signature(s)								

## Payment Status Report

ZION PARK MEDICAL CENTE  
Payment Status Repo  
Period: 02/01/2020 - 05/31/2020  
Run Date: 06/09/2020

Medical Directorship Agreement								
Contract Period: 08/01/2019 - 08/30/2020								
Practice	Physician	Action	Log Details	Period / Date	Hours Worked	Physician Approval Date	Approval Level 1 Financial Manager Approval Date	Approval Status
Report Period: 02/01/2020 - 02/29/2020								
Victory Orthopaedic	Baldwin, Douglas	Medical Staff Meeting	TRACE training meeting	02/13/2020	1.75	04/23/2020	04/24/2020 Cameron,Judy	Approved
Victory Orthopaedic	Baldwin, Douglas	Clinical Supervision of Residents & Fellows	Worked with nursing team on rounds	02/21/2020	2	04/23/2020	04/24/2020 Cameron,Judy	Approved
Victory Orthopaedic	Baldwin, Douglas	Colleague Conversations	discussion around TRACE process for time submission	02/24/2020	1	04/23/2020	04/24/2020 Cameron,Judy	Approved
Total					4.75			
Report Period: 03/01/2020 - 03/31/2020								
Victory Orthopaedic	Baldwin, Douglas	Colleague Conversations	trace discussion	03/12/2020	1.5	04/23/2020	04/24/2020 Cameron,Judy	Approved
Victory Orthopaedic	Baldwin, Douglas	Quality Improvement	chart audits for hip fx	03/12/2020	2.25	04/23/2020	04/24/2020 Cameron,Judy	Approved
Total					3.75			

## Payment Status Report:

- Separate tab for each provider with available logs
- Hours/Days worked summary
- Approval Status of logs including approval dates

**NOTE:** The Payment Status Dashboard is also useful to identify payment status and locate logs in the approval flow.

## Hospital Report:

Provides a productivity summary including Hours worked, Payments, & Contract Terms.

**Period:** Displays metrics for most recent period of Contract.

**CYPTM:** Includes monthly breakdown by contract of productivity metrics (hours worked, payments FMV Rate).

**CYTD:** A roll-up summary of the monthly productivity metrics CYTD

For Co-Management If a physician has logged hours and does not qualify for payment, this report will show that the physician may be over the FMV rate and not qualify based upon the contract requirements.

### ZION PARK MEDICAL CENTER

Contract Year To Prior Month Report


Period: 05/01/2020 - 05/31/2020




Run Date: 06/09/2020

## Hospital Report

	Hourly								Month of Contract
	Monthly Min Hours	Monthly Max Hours	Annual Max Hours	Potential Monthly Payment	Min Hours CYTPM	Worked Hours CYTPM	Amount Paid CYTPM	Amount To Be Paid CYTPM	
Med Director-Total Joints total	20	20	240	\$50,000.00	200	52	\$10,800.00	\$2,200.00	
<b>Victory Orthopaedic Associates Totals</b>	<b>20</b>	<b>20</b>	<b>240</b>	<b>\$0,000.00</b>	<b>200</b>	<b>52</b>	<b>\$10,800.00</b>	<b>\$2,200.00</b>	
Smith, Russell	20	20	240	\$5,000.00	200	52	\$10,800.00	\$2,200.00	
Smith, Russell	20	20	240	\$5,000.00	20	7.75	\$0.00	\$1,937.50	May
				\$5,000.00	20	6.75	\$1,687.50	\$0.00	Apr
				\$5,000.00	20	5.75	\$1,437.50	\$0.00	Mar
				\$5,000.00	20	4.75	\$1,187.50	\$0.00	Feb
				\$5,000.00	20	5.25	\$1,312.50	\$0.00	Jan
				\$5,000.00	20	3.75	\$937.50	\$0.00	Dec
				\$5,000.00	20	6.25	\$1,562.50	\$0.00	Nov
				\$5,000.00	20	1	\$250.00	\$0.00	Oct
				\$5,000.00	20	2.5	\$625.00	\$0.00	Sep
				\$5,000.00	20	8.25	\$1,800.00	\$262.50	Aug

Invoice #	Invoice Run Date	DYNAFIOS Invoice / Check Request	
June 012	06/24/2020 at 03:38:46 PM	Date Range:02/01/2020-02/29/2020	
Facility:	Zion Park Medical Center		
	1456 Jimmy Johns Rd Webster, Washington		



Victory Orthopaedic Associates									
Contract	Physician	Actions	Hours/Days	Rate	Calculated Payments	Actual Payments	Physician	Level 1	Level 2
Call Coverage Contract-Orthopedics	Lockett, Tanya	On-Call	4.00	\$500.00	\$2,000.00				
222365.3256	655234	<b>TOTAL</b>	4.00	-	\$2,000.00	\$2,000.00	05/19/2020 09:05 AM PDT	05/19/2020 09:06 AM PDT	06/09/2020 08:54 AM PDT
		<b>Practice TOTAL</b>				\$2,000.00			

**Invoices:** All PDF invoices automatically generated on the Invoice Dashboard will be filed under the Invoice Tab.

Additionally, an invoice can be generated in XLS format (by Agreement, Practice, Physician & Month) and saved for records or used to submit to Finance for payment.

*Invoices can be customized to include the appropriate information for payment processing (Such as Vendor ID, Cost Ctr, Contract ID, Remit to Address, Account# etc.)*