

Portal Payment System (PPS)

MANAGING THE SUBSTANCE USE DISORDER (SUD) VOUCHER PROGRAM



PPS

```
graph TD; PPS[PPS] --- A[More Efficient]; PPS --- B[Electronic & Paperless]; PPS --- C[Streamlined communication]; PPS --- D[Easy Tracking for Providers];
```

More Efficient

Electronic
& Paperless

Streamlined
communication

Easy Tracking for
Providers

Training on the PPS Processes

1. Accessing the Portal
2. Provider Account
3. Individual Application Process
4. Release of Information Process
5. Prior Authorization Process
6. Invoice Process
7. Training & Technical Assistance

Accessing the PPS

Obtain a ND Login Account

- Each program must have a ND Login Account to access the PPS
- Your program may already have a NDLogin account if you are registered with the North Dakota Secretary of State. You may use this same account or create a unique login to access the PPS

Accessing the PPS

A Program should only have one ND Login Account

**Use Existing ND
Login Account**

**Create Unique ND
Login Account**

Accessing the PPS

Use Existing
ND Login
Account.

Link to the ND Applications Portal

<https://portalapps.nd.gov/sud-voucher/provider-portal/>

Accessing the PPS

Enter your Program's ND Login and Password then click 'Login' button

NDTest Portal
NDTest North Dakota Dynamics Portal

North Dakota
login

Already Registered - Not sure?

North Dakota Login

[Forgot Login](#)

Password

[Forgot Password](#)

LOGIN

New to North Dakota Online Services?

[Register Now!](#)

Benefits of North Dakota Login

- One North Dakota Login and password to access multiple [ND Online Services](#)
- Register once for secure access to State services

Need help? [Read through the FAQ.](#)

For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!

Accessing the PPS: Provider View

Active Vouchers, Releases, Individual Applications and Provider Account tabs. This view displays all Active Individuals with Voucher ID who have been approved

[Home](#) > [Substance Use Disorder \(SUD\) Voucher Program](#) > **Provider Portal**

Substance Use Disorder (SUD) Provider Portal

Active Vouchers

[Releases](#)

[Individual Applications](#)

[Provider Account](#)

Vouchers with verified Releases are listed below. Click on a record to work with Prior Authorizations and Invoices. To request access to another Voucher, click on [Releases](#) and submit a new Release of Information form.

Search



Applicant Name

Voucher ID

Mary Poppins

V1031

Jane Doe

V1034

Lori Test2

V1035

Accessing the PPS

Create ND
Login
Account

Direct Link to the registration page

<https://apps.nd.gov/itd/ldap/registration.htm>

Accessing the PPS

Enter all account details and Click 'Create Account'

The screenshot shows a web browser window displaying the North Dakota Login registration page. The browser's address bar shows the URL `apps.nd.gov/itd/ldap/registration.htm`. The page header includes the North Dakota logo and the text "North Dakota login". Below the header, the page is titled "North Dakota Login" and shows the current step as "Profile Registration".

The main content area is titled "Business/Organization Account Details" and includes a warning: "Business/Organization accounts should only be used for online services related to the business or organization you represent".

The form is divided into several sections:

- Login Details:** Includes fields for *User ID, *Password, and *Confirm Password.
- Business/Organization Information:** Includes fields for *Business Name, *Contact Name (First, MI, Last, Suffix), *Address 1, Address 2, Address 3, *City, State, Zip (with a dropdown menu and a phone number field), *Country (set to United States of America), and *Business Phone (with a phone number field).
- Account Recovery Setup:** Includes an "Email" section with a *Business Email field and a note: "An activation code will be sent to your email address. Use the activation code to complete setup for email recovery option." It also includes an "Optional Cell Phone Recovery Option" section with a Cell Phone Number field and a note: "An activation code will be sent to your cell phone. Use the activation code to complete setup for cell phone recovery option."

At the bottom of the form, there is a link for "More Information". The browser's taskbar at the bottom shows the Windows Start button, a search bar, and several application icons. The system tray in the bottom right corner shows the time as 10:03 AM on 12/19/2019.

Accessing the PPS

Enter your Program's ND Login and Password then click 'Login' button

NDTest Portal
NDTest North Dakota Dynamics Portal

North Dakota
login

Already Registered - Not sure?

North Dakota Login

[Forgot Login](#)

Password

[Forgot Password](#)

LOGIN

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[Register Now!](#)

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Accessing the PPS: Provider Portal Overview

Active Vouchers, Releases, Individual Applications and Provider Account tabs. This view displays all Active Individuals with Voucher ID who have been approved

[Home](#) > [Substance Use Disorder \(SUD\) Voucher Program](#) > **Provider Portal**

Substance Use Disorder (SUD) Provider Portal

Active Vouchers

[Releases](#)

[Individual Applications](#)

[Provider Account](#)

Vouchers with verified Releases are listed below. Click on a record to work with Prior Authorizations and Invoices. To request access to another Voucher, click on [Releases](#) and submit a new Release of Information form.

Search



Applicant Name

Voucher ID

Mary Poppins

V1031

Jane Doe

V1034

Lori Test2

V1035

USING THE
PPS

Provider
Account

Provider Account: Adding Contact

Under 'Provider Account' tab click the Add Contact button to add staff who will be working within the SUD Voucher Program

Home > Substance Use Disorder (SUD) Voucher Program > Provider Portal > Update Provider Account

Substance Use Disorder (SUD) Provider Portal

Active Vouchers

Releases

Individual Applications

Provider Account

Summary

Name *

Community Medical Services - Fargo

Website

Phone

Fax

Contacts

Add Contact

Full Name ↑

Email

Lori Test1

llsteele@nd.gov



Test Provider

sudprovidertest1@outlook.com



Provider Account: Adding Contact

Enter First Name, Last Name, Email Address and click Submit

 Create

First Name *

Last Name *

Email *

Submit

Provider Account: Inviting Contact

Under Provider Account, select from the drop-down list and click Send Invitation Email

Contacts

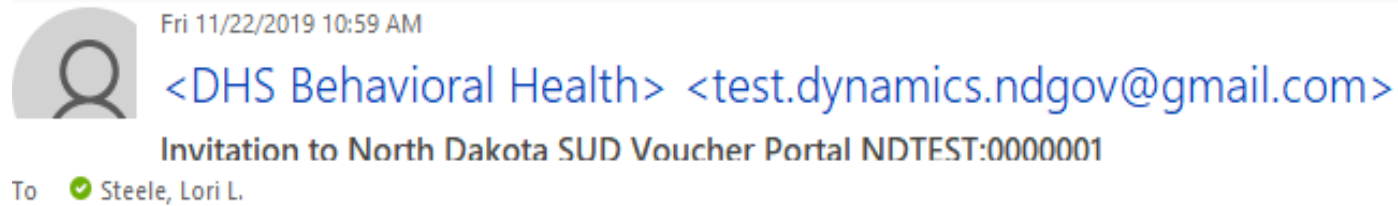
Add Contact

| Full Name ↑ | Email | |
|---------------|--------------------|---|
| Bianca Bell | bhbell@nd.gov | ▼ |
| Lori Steele | llsteele@nd.gov | ▼ |
| Test Provider | sudprovidertest1@o | ▼ |

- Delete Contact
- Update Contact
- Send Invitation Email

Provider Account: Invite Received

Click on the link in the email



CAUTION: This email originated from an

Dear Lori Steele ,

You have been invited to access the North Dakota Substance Use Disorder Voucher Provider Portal.

[Click here to access the SUD Provider Portal.](#)

Provider Account: Redeem Invite

Click on 'Redeem Code'

Redeem Invitation

Sign up with an invitation code

* Invitation code

NjLdro1-sv7gHNjllWIJaDII1QOthUFUV3hUzzCWkG0lZXWhQ3N8NiWEIRrzJyxqrs5h9V4RR4KlrTOGqQSI3SszKaPUR6y

Redeem Code

NLogin and Password

Enter your Program's ND Login and Password then click 'Login' button

NDTest Portal
NDTest North Dakota Dynamics Portal

North Dakota
login

Already Registered - Not sure?

North Dakota Login

[Forgot Login](#)

Password

[Forgot Password](#)

LOGIN

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[Register Now!](#)

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Accessing the PPS: Provider Portal Overview

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Substance Use Disorder (SUD) Provider Portal

Active Vouchers

Releases

Individual Applications

Provider Account

Vouchers with verified Releases are listed below. Click on a record to work with Prior Authorizations and Invoices. To request access to another Voucher, click on [Releases](#) and submit a new Release of Information form.

Search



Applicant Name

Voucher ID

Mary Poppins

V1031

Jane Doe

V1034

Lori Test2

V1035

A solid orange vertical bar is positioned on the left side of the slide, extending from the top to the bottom.

Individual Application Process

Individual Application Process

Individual submits application online

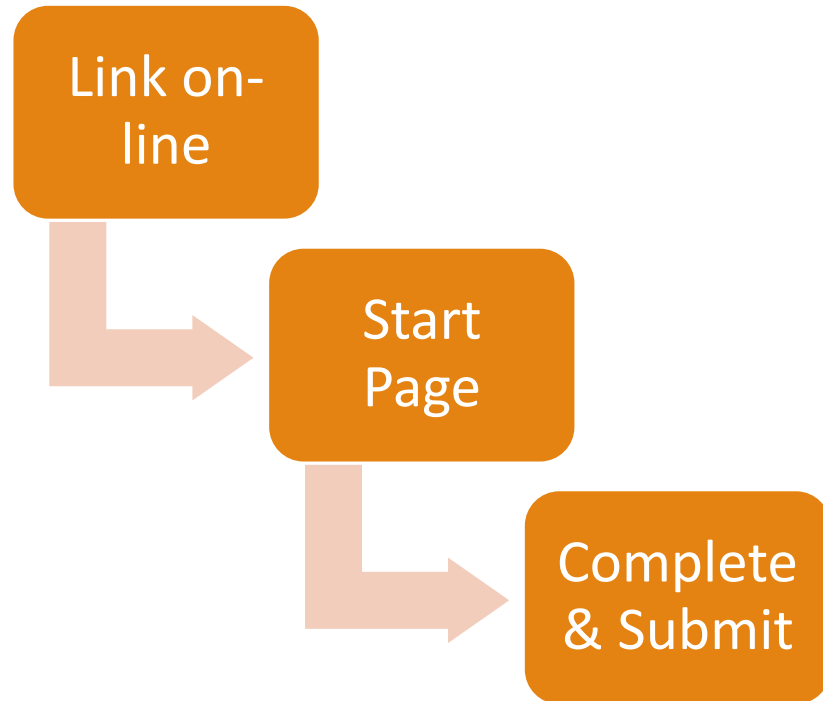
<https://portalapps.nd.gov/sud-voucher/individual-application/>

Providers assist individual and submits application through PPS

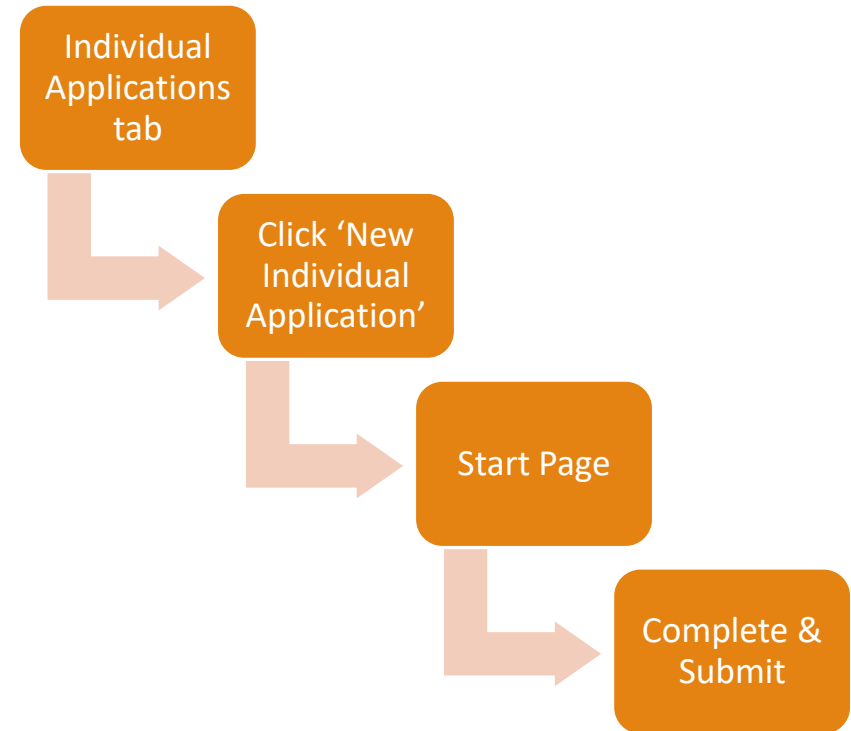
<https://portalapps.nd.gov/sud-voucher/provider-portal/>

Individual Application Process

INDIVIDUAL ON-LINE



PROVIDER IN PORTAL



Individual Application Process: Prep Information/Documents Needed

ACTIVE MEDICAID

The following is needed in order to complete the application:

1. Social Security Number;
2. Medicaid Number; and
3. Any other secondary health insurance information

NO ACTIVE MEDICAID

The following is needed in order to complete the application:

1. Social Security Number;
2. Any insurance information
3. Monthly income information (wages, self-employment wages, child support, social security benefits, and other retirement benefits)
4. Proof of monthly income (pay stubs, tax return from previous year, etc.)

Individual Application Process: Provider in Portal

In 'Individual Applications' Tab - click on 'New Individual Application'

Substance Use Disorder (SUD) Provider Portal

[Active Vouchers](#) [Releases](#) [Individual Applications](#) [Provider Account](#)

Individual Applications submitted by this provider account are listed below.

Applications with Releases

[New Individual Application](#)

| Record | Applicant Name | Submitted On ↓ | Status |
|--------|----------------|------------------|----------|
| IA1140 | Jane Doe | 1/7/2020 3:03 PM | Approved |

Applications without Releases. Submit a new Release to view the status of these applications.

[New Individual Application](#)

| Record | Applicant Name | Submitted On ↓ |
|--------|----------------|------------------|
| IA1145 | Lori Test3 | 1/8/2020 2:45 PM |

Individual Application Process: Start Page

Click the 'Start' button and answer all the questions

[Home](#) > [Substance Use Disorder \(SUD\) Voucher Program](#) > **Individual Application**

Individual Application

Instructions

The Substance Use Disorder (SUD) Voucher program was created to help cover the cost of services.



The following may be needed to complete the application:

- Medicaid Number
 - If not receiving Medicaid, proof of income examples include tax returns, pay stubs, etc...
- Other forms of health insurance coverage information including
 - Policy number
 - Deductible information
 - Contact information
 - Explanation of benefits
- Social Security Number

Individual Application Process: Submit

After answering all questions, type in signature, add date, and click 'Submit'

[Home](#) > [Substance Use Disorder \(SUD\) Voucher Program](#) > [Individual Application](#)

Individual Application

100%

Signature

By typing my name below, I am signing this application form electronically. I agree that my electronic signature is the legal equivalent of my handwritten signature. I attest, subject to the penalties of perjury that I am the individual completing this application and that I have provided accurate information.

Typed Name to Represent Your Signature *

Lori Test6

Date *

1/20/2020

[Previous](#)

[Submit](#)

Once submitted – application is saved in the PPS



```
graph TD; A[Once submitted – application is saved in the PPS] --> B[BHD is notified a new application has been submitted]; B --> C[BHD reviews and approves]; C --> D[Once ROI is submitted by Provider – Provider is linked to the status of the application];
```

BHD is notified a new application has been submitted

BHD reviews and approves

Once ROI is submitted by Provider – Provider is linked to the status of the application

Individual
Application
Process:

Individual Application Process: Status Check for applications submitted through Portal

Substance Use Disorder (SUD) Provider Portal

[Active Vouchers](#) [Releases](#) [Individual Applications](#) [Provider Account](#)

Individual Applications submitted by this provider account are listed below.

Applications with Releases

[New Individual Application](#)

| Record | Applicant Name ↑ | Submitted On | Status |
|--------|------------------|------------------|----------|
| IA1140 | Jane Doe | 1/7/2020 3:03 PM | Approved |

Applications without Releases. Submit a new Release to view the status of these applications.


[New Individual Application](#)

| Record | Applicant Name | Submitted On ↓ |
|--------|----------------|------------------|
| IA1145 | Lori Test3 | 1/8/2020 2:45 PM |
| IA1142 | Lori Test2 | 1/7/2020 4:01 PM |

A solid orange vertical bar is positioned on the left side of the slide, extending from the top to the bottom.

Release of Information Process

Provider has individual sign
physical ROI document(s)



In PPS – go to 'Releases' Tab



Click on 'New Release of
Information'



Answer Questions for tracking
purposes



Click Browse to attach physical
ROI document(s)

Release of
Information
Process:

Release of Information Process: Step 1

Home > Substance Use Disorder (SUD) Voucher Program > Provider Portal > Releases

Substance Use Disorder (SUD) Provider Portal

Active Vouchers | Releases | Individual Applications | Provider Account

Release of Information records are listed below.

Search 

New Release of Information

| Record | Applicant Name | Voucher ID | Status ↑ | Created On ↓ | Expiration | |
|--------|----------------|------------|----------|---------------------|-----------------|---|
| R1010 | Lori Test2 | | Pending | 1/8/2020 2:57 PM | 1/8/2021 | ▼ |
| R1009 | Jane Doe | V1034 | Valid | 1/7/2020 3:44 PM | Through Payment | ▼ |
| R1008 | Mary Poppins | V1031 | Valid | 12/13/2019 10:25 AM | 12/13/2020 | ▼ |


Release of Information Process: Step 2 Attach document

Enter Client Name, click Yes if authorization is 'through payment' or enter a date the authorization expires. Enter the signature date on the Release and upload the Release of Information form. Click on Browse to find document saved in your computer and attach. Click 'Submit'

New Release of Information

Client Name *

Treatment provider to exchange information with *

Community Medical Services - Fargo 

Please identify if authorization remains in effect through payment or expires on date

Authorized through payment

No Yes

Please identify the date authorization expires *

Please identify the signature date on the attached form

Signature date


 

A physical release of information form is required. Please attach a signed and dated release of information form.

The following file types are accepted pdf, doc, docx, jpg, jpeg, gif, tiff, png *

 Browse...

Once Submitted – BHD is notified of new ROI(s)



BHD reviews & approves ROI(s)



PPS links the Provider to the Individual



Once linked – updated status is visible to providers



Individual will now be found in 'Active Vouchers Tab' with Voucher ID number

Release of Information Process:

Release of Information Process: Step 3 Check Status of Application

Applications submitted by provider with Releases will show the Status

Substance Use Disorder (SUD) Provider Portal

[Active Vouchers](#)

[Releases](#)

[Individual Applications](#)

[Provider Account](#)

Individual Applications submitted by this provider account are listed below.

Applications with Releases

Search



New Individual Application

| Record | Applicant Name ↑ | Submitted On | Status |
|--------|------------------|------------------|----------|
| IA1140 | Jane Doe | 1/7/2020 3:03 PM | Approved |

Applications without Releases. Submit a new Release to view the status of these applications.

Search



New Individual Application

| Record | Applicant Name | Submitted On ↓ |
|--------|----------------|------------------|
| IA1145 | Lori Test3 | 1/8/2020 2:45 PM |
| IA1142 | Lori Test2 | 1/7/2020 4:01 PM |

Using the PPS

'Active Vouchers' Tab

View Individual Dashboard

Add new ROI(s)

Submit Prior Authorizations

Submit Invoices

Track authorized funding and payments

Using the PPS: Search for Individuals

Type in a name to search for active individual. You can do a partial search by first or last name using the * symbol. If you cannot locate an individual, you need to create and submit a Release of Information under the Releases tab

[Home](#) > [Substance Use Disorder \(SUD\) Voucher Program](#) > [Provider Portal](#) > **Active Vouchers**

Substance Use Disorder (SUD) Provider Portal

Active Vouchers

Releases

Individual Applications

Provider Account

Vouchers with verified Releases are listed below. Click on a record to work with Prior Authorizations and Invoices. To request access to another Voucher, click on [Releases](#) and submit a new Release of Information form.



Applicant Name

Voucher ID

Mary Poppins

V1031

Using the PPS: Access Individual Information

Click on Applicant Name under 'Active Vouchers' tab to work with Prior Authorizations and Invoices

[Home](#) > [Substance Use Disorder \(SUD\) Voucher Program](#) > **Provider Portal**

Substance Use Disorder (SUD) Provider Portal

Active Vouchers

[Releases](#)

[Individual Applications](#)

[Provider Account](#)

Vouchers with verified Releases are listed below. Click on a record to work with Prior Authorizations and Invoices. To request access to another Voucher, click on [Releases](#) and submit a new Release of Information form.



Applicant Name

Voucher ID

Mary Poppins

V1031

Jane Doe

V1034

Lori Test2

V1035

Using the PPS: View Individual Dashboard

This is an Overview for the Individual's status of all Voucher documents. This is where you submit New Releases of Information, New Prior Authorization requests and New Invoices

Dashboard

Voucher ID

V1035

Contact Information

First Name

Lori

Last Name

Test2

Primary Phone

—

Alternate Phone

—

Email Address

lsteel@nd.gov

Preferred Method of Contact

Email

Address 1: Street 1

—

Address 1: City

Releases

[New Release of Information](#)

| Name ↑ | Status | Expiration | |
|--------|--------|------------|---|
| R1010 | Valid | 1/8/2021 | ▼ |

Prior Authorizations

[New Prior Authorization](#)

| Name | Status | Authorized | Available | Created On ↓ |
|------|--------|------------|-----------|--------------|
|------|--------|------------|-----------|--------------|

There are no records to display.

Invoices

[New Invoice](#)

| Name | Status | Total | Created On ↓ | Payment Date |
|------|--------|-------|--------------|--------------|
|------|--------|-------|--------------|--------------|

There are no records to display.

USING THE
PPS

Prior Authorization Process

Prior Authorization Process: Step 1 Create

Click on 'New Prior Authorization' tab in Dashboard

Dashboard

Voucher ID

V1035

Contact Information

First Name

Lori

Last Name

Test2

Primary Phone

—

Alternate Phone

—

Email Address

llsteele@nd.gov

Preferred Method of Contact

Email

Address 1: Street 1

—

Address 1: City

Releases

[New Release of Information](#)

| Name ↑ | Status | Expiration | |
|--------|--------|------------|---|
| R1010 | Valid | 1/8/2021 | ⌵ |

Prior Authorizations

[New Prior Authorization](#)

| Name | Status | Authorized | Available | Created On ↓ |
|------|--------|------------|-----------|--------------|
|------|--------|------------|-----------|--------------|

There are no records to display.

Invoices

[New Invoice](#)

| Name | Status | Total | Created On ↓ | Payment Date |
|------|--------|-------|--------------|--------------|
|------|--------|-------|--------------|--------------|

There are no records to display.

Prior Authorization Process: Step 2 Enter Diagnosis

Provider Information and Recipient Information auto-populates
Enter Diagnosis and click 'Next'

Dakota Be Legendary.™ Home | SUD Provider Portal | Test Provider

[Home](#) > [Substance Use Disorder \(SUD\) Voucher Program](#) > [Provider Portal](#) > **New Prior Authorization**

New Prior Authorization

Provider Information

Service Provider *

Community Medical Services - Fargo

Recipient Information

Client *

Lori Test2

Recipient Current Status

DSM 5 Diagnosis *

Next

Prior Authorization Process: Step 3 Add Service Type

Click 'Add Service' button

Dakota Be Legendary.™ [Home](#) | [SUD Provider Portal](#) | [Test Provider](#)

[Home](#) > [Substance Use Disorder \(SUD\) Voucher Program](#) > [Provider Portal](#) > **New Prior Authorization**

New Prior Authorization

Name
PA1018

Client *
Lori Test2

Services

[Add Service](#)

| Service Type ↑ | Units | Start Date | Continued Stay |
|----------------------------------|-------|------------|----------------|
| There are no records to display. | | | |

[Previous](#) [Submit](#)

Prior Auth Process: Step 4 Add Service Type Details

Click the drop-down list and select a service type. Depending on what service is selected you may need to enter Units and Anticipated Start Date. Click 'Yes' for Anticipated Continued Stay for the service selected. Click 'Submit' button

New

Service Type *

ASAM 1 Group Therapy

Units (Per 15 minutes) *

Anticipated Start Date

Anticipated Continued Stay

No Yes

Submit

Prior Auth Process: Step 5 Submit Service Type

Click 'Submit' button

New

Service Type *

ASAM 1 Group Therapy

Units (Per 15 minutes) *

Anticipated Start Date

Anticipated Continued Stay

No Yes

Submit

Prior Auth Process: Step 6 Add new service type or submit prior authorization

When finished adding all service types, click 'Submit' button

New Prior Authorization

Name

PA1019

Client *

Mary Poppins

Services

Add Service

Service Type ↑

Units

Start Date

Continued Stay

ASAM 1 Group Therapy

200

1/23/2020

Yes



Assessment

1

1/22/2020

No



Previous

Submit

Prior Auth Process: PPS brings back to dashboard

The Prior Authorization will show as 'Pending' in Individual Dashboard until reviewed and approved by Behavioral Health staff

Dashboard

Voucher ID

V1031

Contact Information

First Name

Mary

Last Name

Poppins

Primary Phone

—

Alternate Phone

—

Releases (Client)

[New Release of Information](#)

Name ↑

Status

Expiration

R1008

Valid

12/13/2020



R1012

Pending

1/16/2020



Prior Authorizations

[New Prior Authorization](#)

Name

Status

Authorized

Available

Created On ↓

PA1019

Pending

1/22/2020



PA1017

Approved

\$115.00

\$115.00

1/7/2020



Prior Auth Submitted by provider

```
graph TD; A[Prior Auth Submitted by provider] --> B[BHD is notified of a new Prior Authorization request]; B --> C[BHD reviews and approves]; C --> D[Available funding can be found in Individual Dashboard];
```

BHD is notified of a new Prior Authorization request

BHD reviews and approves

Available funding can be found in Individual Dashboard

Prior Auth Process:

Prior Auth Process: Step 7 Check Status

The status will change to 'Approved' and display Authorized amount & Available amount once approved by BHD Staff. Funds are now available to create and submit a new invoice

Dashboard

Voucher ID

V1031

Contact Information

First Name

Mary

Last Name

Poppins

Primary Phone

—

Alternate Phone

—

—

Releases (Client)

[New Release of Information](#)

| Name ↑ | Status | Expiration | |
|--------|---------|------------|---|
| R1008 | Valid | 12/13/2020 | ▼ |
| R1012 | Pending | 1/16/2020 | ▼ |

Prior Authorizations

[New Prior Authorization](#)

| Name | Status | Authorized | Available | Created On ↓ | |
|--------|----------|------------|------------|--------------|---|
| PA1019 | Approved | \$3,030.28 | \$3,030.28 | 1/22/2020 | ▼ |
| PA1017 | Approved | \$115.00 | \$115.00 | 1/7/2020 | ▼ |

USING THE
PPS

Invoice Process

Invoice Process: Step 1 Create

In Dashboard Click on 'New Invoice' tab

Dashboard

Voucher ID

V1035

Contact Information

First Name

Lori

Last Name

Test2

Primary Phone

—

Alternate Phone

—

Email Address

llsteele@nd.gov

Preferred Method of Contact

Email

Address 1: Street 1

—

Address 1: City

Releases

New Release of Information

| Name ↑ | Status | Expiration | |
|--------|--------|------------|---|
| R1010 | Valid | 1/8/2021 | ▼ |

Prior Authorizations

New Prior Authorization

| Name | Status | Authorized | Available | Created On ↓ |
|------|--------|------------|-----------|--------------|
|------|--------|------------|-----------|--------------|

There are no records to display.

Invoices

New Invoice

| Name | Status | Total | Created On ↓ | Payment Date |
|------|--------|-------|--------------|--------------|
|------|--------|-------|--------------|--------------|

There are no records to display.

Invoice Process: Step 2

Service Provider and Client will auto-populate. Click Yes if Final Invoice and Yes if Post Service data completed.
Click 'Next' button

[Home](#) > [Substance Use Disorder \(SUD\) Voucher Program](#) > [Provider Portal](#) > **New Invoice**

New Invoice

Service Provider *

Community Medical Services - Fargo

Client *

Mary Poppins

Final Invoice

No Yes

Post Service Data Completed

No Yes

Next

Invoice Process: Step 3

Click 'Add Service' button to bill for a service provided

[Home](#) > [Substance Use Disorder \(SUD\) Voucher Program](#) > [Provider Portal](#) > **New Invoice**

New Invoice

Name

INV1021

Client *

Mary Poppins

Services

Add Service

Service Type ↓

Units

Dates of Service

Total

There are no records to display.

Previous

Submit

Invoice Process: Step 4

Click the drop-down list and select a service type. Enter the dates of services and Units. Click 'Submit'

Create

Service Type *

ASAM 1 Group Therapy

Dates of Service *

01/01/2020,01/02/2020,01/03/2020,01/06/2020

Units (Per 15 minutes) *

Submit

Calendar for January 2020:

| January 2020 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |

Today

Invoice Process: Step 5 Adding additional service type

Repeat the same steps to add additional services to Invoice. When done adding all services to Invoice, click 'Submit' button

[Home](#) > [Substance Use Disorder \(SUD\) Voucher Program](#) > [Provider Portal](#) > **New Invoice**

New Invoice

Name

INV1021

Client *

Mary Poppins

Services

Add Service

| Service Type ↓ | Units | Dates of Service | Total | |
|----------------------|-------|---|----------|---|
| Transportation | 150 | 01/07/2020,01/08/2020,01/09/2020 | \$86.25 | ▼ |
| ASAM 1 Group Therapy | 12 | 01/01/2020,01/02/2020,01/03/2020,01/06/2020 | \$174.00 | ▼ |

Previous

Submit

Invoice Process: Step 6 checking status

In the Dashboard, Invoice will show 'Pending' until reviewed and approved by BHD staff. Once approved, allow for 10-14 business days to receive payment

Contact information

First Name

Mary

Last Name

Poppins

Primary Phone

—

Alternate Phone

—

Email Address

—

Preferred Method of Contact

Mail

Address 1: Street 1

1200 E Main Ave Apt 40

Address 1: City

Bismarck

| | | | |
|-------|---------|------------|---|
| R1008 | Valid | 12/13/2020 | ▼ |
| R1012 | Pending | 1/16/2020 | ▼ |

Prior Authorizations

[New Prior Authorization](#)

| Name | Status | Authorized | Available | Created On ↓ | |
|--------|----------|------------|------------|--------------|---|
| PA1019 | Approved | \$3,030.28 | \$3,030.28 | 1/22/2020 | ▼ |
| PA1017 | Approved | \$115.00 | \$115.00 | 1/7/2020 | ▼ |
| PA1016 | Approved | \$3,065.09 | \$2,970.02 | 1/7/2020 | ▼ |
| PA1014 | Approved | \$613.93 | \$0.00 | 12/13/2019 | ▼ |

Invoices

[New Invoice](#)

| Name | Status | Total | Created On ↓ | Payment Date | |
|---------|---------|----------|--------------|--------------|---|
| INV1021 | Pending | \$260.25 | 1/22/2020 | | ▼ |

Technical Assistance

For Portal Payment System errors, please contact the ND Information Technology Department (ITD) by phone or email

(701) 328-4470

<https://www.nd.gov/itd/onlineincident/createincident.aspx>

For all other questions utilizing the Portal Payment System, please contact the SUD Voucher Team by phone or email

(701) 328-8952

sudvoucher@nd.gov

Website Links

INDIVIDUAL APPLICATION

<https://portalapps.nd.gov/sud-voucher/individual-application/>

NDLOGIN ACCOUNT REGISTRATION

<https://apps.nd.gov/itd/ldap/registration.htm>

PROVIDER PORTAL

<https://portalapps.nd.gov/sud-voucher/provider-portal/>

SUD VOUCHER PROGRAM

<https://www.behavioralhealth.nd.gov/sudvoucher>