

## IPFCF Billing Information for Group Coordinators & Employers

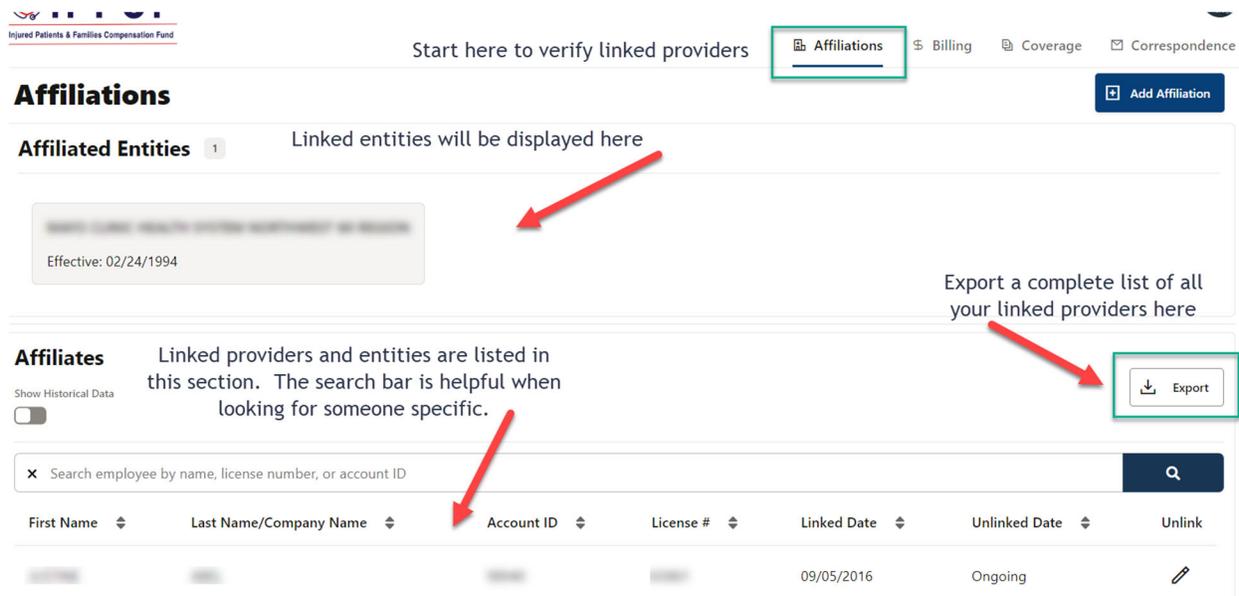
Beginning the first billing cycle for Fiscal Year 2024, all IPFCF providers will receive notice of each billing statement regardless of being linked to an employer or group account.

The linked employer or group coordinator will also receive notice of each billing statement and will be able to pay for all their linked providers from the Provider Portal. Individual and consolidated billing statements will be available.

This change will require each group coordinator to communicate with their IPFCF providers regarding who is responsible for payment.

### Group Coordinators and Employers

To prepare for the next billing cycle, it is recommended to verify that all the providers you will be paying for are linked to the group account. This information can be verified by logging onto the group/employer's IPFCF Portal account. From the **Affiliations** tab you can view all the linked entities and all your currently linked providers. The complete list can be exported by selecting the **Export** button on the right-hand side of the screen.



Start here to verify linked providers

**Affiliations** | Billing | Coverage | Correspondence

**Affiliated Entities** 1 Linked entities will be displayed here

Effective: 02/24/1994

Export a complete list of all your linked providers here

**Affiliates** Linked providers and entities are listed in this section. The search bar is helpful when looking for someone specific.

Show Historical Data

Search employee by name, license number, or account ID

First Name	Last Name/Company Name	Account ID	License #	Linked Date	Unlinked Date	Unlink
				09/05/2016	Ongoing	

You will receive a billing statement for each linked entity and provider.

An excel summary of each quarterly bill is downloadable by logging onto the group/employer's IPFCF Portal account. Under the **Billing** tab select the **Statements** button. From there you can select which billing summary you would like to download by billing date. The amounts displayed under this section are a snapshot of what was issued on the billing date.

**Billing Statements**  
Select a Statement to View Invoices

Select the download icon for the date you need a billing summary for.

Billing Date	Total Due	Minimum Due	Number of Invoices	Download
07/01/2023	\$2,223.00	\$816.00	3	
04/01/2023	\$2,149.00	\$1,087.00	3	

The excel billing summary can be submitted to the US Bank with any check payments. However, you must note any changes made to the paid amounts or providers listed on the summary statement prior to sending payment.

The amounts displayed here are a snapshot of what was issued on the billing date.

The individual billing statements can be accessed by double clicking on the billing statement row you are working on.

**Billing Statements**  
Select a Statement to View Invoices

Double click in the billing date row to access the individual billing statements

Billing Date	Total Due	Minimum Due	Number of Invoices	Download
07/01/2023	\$2,223.00	\$816.00	3	
04/01/2023	\$2,149.00	\$1,087.00	3	

Check any or all of the boxes in front of each provider's name to select which detailed billing statements you want to download or print.

**Billing Summary - 07/01/2023**

[Return To Statements](#)

**Total Invoices** 3     
  **Minimum Due** \$816.00     
  **Total Due** \$2,223.00

    
 \$ Pay

Show Paid Minimum       Show Paid Total

Check the boxes for the invoices you want then Download & Print

<input type="checkbox"/>	Name	Account #	Group #	CheckDigit	Min Due	Total Due	Payment Status
<input type="checkbox"/>				AA	\$247.00	\$715.00	NEW
<input type="checkbox"/>					\$333.00	\$666.00	NEW
<input type="checkbox"/>				JA	\$236.00	\$842.00	NEW

Check any or all of the boxes in front of each applicable provider's name when you are ready to make a payment.

**Billing Summary - 07/01/2023**

[Return To Statements](#)

**Total Invoices** 3     
  **Minimum Due** \$816.00     
  **Total Due** \$2,223.00

Show Paid Minimum       Show Paid Total

Check the boxes for the invoices you want to make payment on.

<input type="checkbox"/>	Name	Account #	Group #	CheckDigit	Min Due	Total Due	Payment Status
<input type="checkbox"/>				AA	\$247.00	\$715.00	NEW
<input type="checkbox"/>					\$333.00	\$666.00	NEW
<input type="checkbox"/>				JA	\$236.00	\$842.00	NEW

The **Pay** button will take you to the next screen where you can select whether you want to pay the total due or the minimum due by individual provider. After you have selected which accounts and the amount you wish to pay, use the **Continue Payment** button to make a credit card or ACH payment.

**Review Invoices to Pay**

[Select Payment](#)

**Pay Total For All Invoices**     
 If paying the total due for all the invoices click here     
 Use the pay total toggle if you will not be paying the total for each provider included in your billing summary

Date	Name	Account Number	Minimum Due	Total Due	Pay Total?
2023-07-01			\$333.00	\$666.00	<input checked="" type="checkbox"/>
2023-07-01			\$236.00	\$842.00	<input type="checkbox"/>
2023-07-01			\$247.00	\$715.00	<input checked="" type="checkbox"/>

**Payment Amount**  
 \$1,617.00

Click here after selecting the payment amounts per provider account