



Health Care Provider Invoicing and Reporting (HCPIR) Application Checklist

Before using the HCPIR application

Visit the Health Services [Vendor Number](#) page for instructions on how to apply for a vendor number or update ICBC with information about your clinic.

- Use a browser listed on the Invoicing and Reporting page as part of ICBC's [site requirements](#).
- Ensure the Adobe Reader (version 8 or higher) or Adobe Reader plugin is installed on your computer to complete reports electronically.
- Refer to the applicable [HCPIR Job Aid](#) on the Health Services Support and Resources page for detailed instructions.
- Prior to invoicing, ensure the customer has had their treatment.**
- Do not, unless specifically requested by ICBC, submit an invoice more than once. All duplicate invoices will automatically be rejected. You will not receive a notification in these circumstances.**

When completing the HCPIR application:

- Launch the application from ICBC's Health Services [Invoicing and Reporting](#) page.
- Include your clinic's email address on the "**Service Provider/Payee Information**" screen, if you would like to receive a basic email confirming the submission.
- Have the following information ready:
 - Your **ICBC vendor number**
 - Your **invoice number** OR **unique reference information** (from *your* clinic management/invoice tracking system)
 - Your patient's **ICBC claim number**
 - Your patient's **legal first name and legal last name** as displayed on their BC Driver's licence or BC Services Card
 - Your patient's **Date of Birth** (dd/mmm/yyyy)
 - Your patient's **Personal Health Number (PHN)**. Entering the PHN is optional, however, doing so will improve the timeliness of your payment by matching the submission to the correct customer in ICBC's claim system.

Before submitting the HCPIR application:

- Review ICBC's [patient consent considerations](#) document on the Health Services [Reports](#) page for more information.
 - Request your patient's consent, consistent with your information sharing guidelines, to share information with ICBC such as, clinical records or reports.
- Attach receipts /supporting documentation** for reimbursement consideration.
 - Ensure receipts are dated and include the service, the merchant, and the form of payment.



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Additional Tips:

Use the *Invoice* field for easier payment reconciliation

- Enter your invoice number (generated by your clinic's management/invoicing tracking system) or unique reference information, into the "your invoice number" field. There is a 20-character limit for your convenience. This information will be printed on the confirmation of your invoice submission, and on your vendor statement when you receive the payment from ICBC.

Note: ICBC cannot include practitioner or patient names on your reconciliation statement, therefore a unique invoice number is the best method to identify the payments as you receive them.

Invoice for multiple treatment dates on the same invoice

- Bundle multiple services provided to the same patient within the same invoice submission (if applicable). This will allow you to use a single invoice number and reference number as the identifier.

Obtain a detailed PDF copy of your submission

- Following your submission, on the confirmation screen, enter your email address and click "**Request PDF Copy**" at the bottom left hand side of the confirmation screen.

For additional resources, please refer to the Health Services [Support and Resources page](#).