

Adult Services Authorized Payments (ASAP): Telephone Invoice User Guide:

1. Dial the ASAP toll-free number **1-800-798-1409**.
2. You will be asked to Enter your Provider ID: **Enter your 7 digit provider ID**
3. You will be asked to enter your PIN: **Enter your 5-digit PIN**
4. To file claims, **Press 1**
5. You will be asked to **enter the Pay Begin Date**: The date must be 2 digit month, 2 digit day and 4 digit year (MMDDYYYY).
6. You will be asked to **enter the Pay End Date**: The date must be 2 digit month, 2 digit day and 4 digit year (MMDDYYYY).
7. The system will begin to read back the names of the Beneficiaries authorized to receive care in your facility. The message will say:

“If the Beneficiary is XXXXX and you provided personal care, press 1”

8. **“To hear another name, Press 2”** (continue until all Beneficiaries are confirmed)

OR

“To add a Beneficiary ID, Press 9”

9. The system will advise you that your invoices have been saved.
 - **“To hear a brief summary of the invoices created, Press 1”**.
 - **“To review the invoices in detail, press 2”**.

10. **“To end the call Press 2”**