
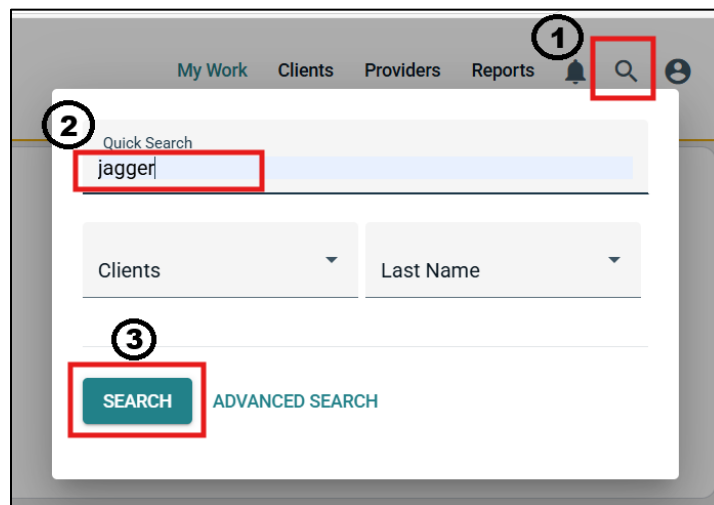


Submitting Billing:

Now that the intake and planning have been completed with the client, the finalized job plan and invoice need to be submitted to the referring VRC for payment.

1. Login to Madison. Your default role will be CRP Provider.

Click on the “Search” icon  in the top right-hand corner of your screen, type in the last name of the client, then click the “Search” button.



2. The client’s record will open to the “Demographics” tab. Click on “CRP Notes” then from the file menu select “Add CRP Notes.”

Date	Note By	Note Type	Description/PO Number(s)	Status	Date Completed	Attachment
11/17/2025	CONZELMAN, LACEY	Referral	JSA Referral	Complete	11/17/2025	Yes

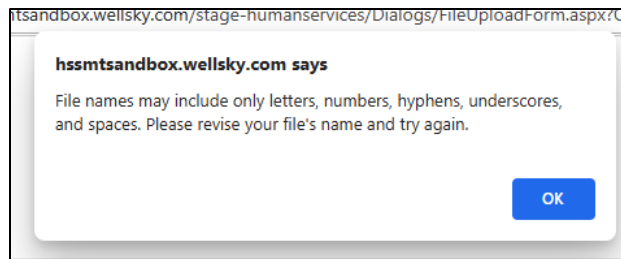
3. A new window will open for you to create a CRP Note. The “Note By” will default to your name and “Note Date” will default to today’s date. You will need to:

- a. Set “Division” to **DET**.
- b. In “Program” enter **your provider name**.
- c. Set “Note Type” to **CRP Billing**.
- d. Set “Note Sub-Type” to **Ready for Review**.
- e. In “Description” enter the type of billing being submitted and **your associated PO number**.

For example, “Intake and Planning, PO #199663” or “December 2025 JSA Billing, PO #199664.”

- f. In “CRP Note” type your correspondence to the referring VRC.
For example, “Hi Lacey, I have completed intake and planning with Mick. Please see attached job plan and invoice. Thank you, Harrison.”
- g. Set “Status” to **Alert**.
- h. Click “Add Attachment” [Add Attachment](#) to upload your documents. A new window will open.

1. Click “Choose File” and find the document you are attaching, usually case notes or job plan. ***NOTE: make sure your document does not have “special characters” in the name. If so, you will get a notification and will have to change the name of your document before you are able to upload.***



OPTIONAL: In “Description” type what the document is you are attaching.

For example, “I&P job plan” or “December 25 JSA notes.”

OPTIONAL: In “Category” select “Other.”

2. Click the “Upload and Add Another” button.
3. Click “Choose File” and find the invoice associated with the previously uploaded documentation.

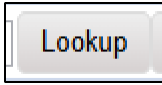
OPTIONAL: In “Description” type what the document is you are attaching.

For example, “I&P invoice” or “December JSA invoice.”

OPTIONAL: In “Category” select “Other.”

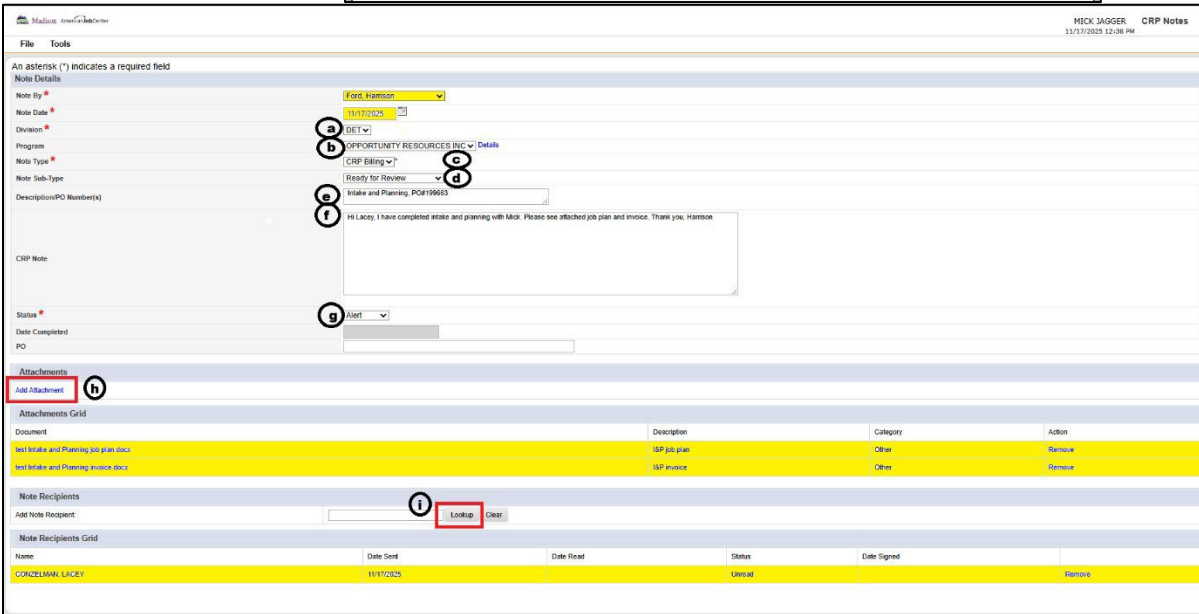
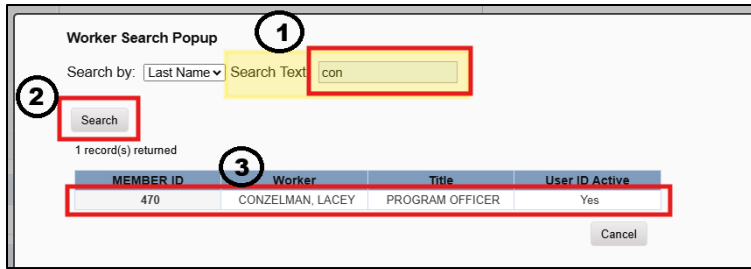
4. Click the “Upload” button.

i. You are now back to the note screen. Click the “Lookup” button



to add the referring VRC as a note recipient. A new window will open called “Worker Search Popup.”

1. Type the first 3 letters of the referring VRC’s last name into the “Search Text:” text box.
2. Click the “Search” button.
3. Double click on the name of the person that that you want to assign the referral to.



j. From the file menu, click “Save and Close CRP Notes.”

