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| --- | --- | --- |
|  |  | INVOICE |
|  |  | Date: [Month, Day, Year]INVOICE # 100 |
| **From:** [Group/Practice Name] [Provider Name] [TIN] [Phone Number] | **TO:** | Mercy EAP 1630 Des Peres Road Suite 300 St. Louis MO 63131P: 314-729-4650F: 314-729-4636 |

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| --- | --- | --- | --- |
|  |  |  | Payment Terms: Net 30 |

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| --- | --- | --- | --- | --- | --- | --- |
| Activity | Appointment Date | Client Name | Authorization Number | Assessed Problem  | Closing Reason | Rate per Mercy EAP Contract |
| Choose an item. | Click or tap to enter a date. | Click to enter Client Name. | Click to enter Auth Number. | Choose an item. | Choose an item. | $ Click to Enter Mercy EAP Rate. |
| Choose an item. | Click or tap to enter a date. | Click to enter Client Name. | Click to enter Auth Number. | Choose an item. | Choose an item. | $Click to Enter Mercy EAP Rate. |
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| Choose an item. | Click or tap to enter a date. | Click to enter Client Name. | Click to enter Auth Number. | Choose an item. | Choose an item. | $ Click to Enter Mercy EAP Rate. |
| TOTAL:  | **Click to enter Total Billed Amount.** |

Thank you for your service!

Click to enter Billing Contact Name – Address – Phone – Fax – Email

**EAP Activity/Assessed Problem/Closing Reason Guide**

1. Activity Key:
* I Initial Appointment
* FU Follow up Appointment
* CL Closing Appointment
* NS/CX No Show/Cancelled
1. Assessed Problem Key:
	* AO Addictions – Other
	* A Anger
	* ANX Anxiety
	* B Bullying
	* C Coaching
	* CP Critical Psych
	* D Depression
	* ED Eating Disorders
	* EC Elder Care
	* FCD Family CD
	* F Financial
	* G Grief
	* IPV Intimate Partner Violence
	* JI Job Issues
	* L Legal
	* M/R Martial/Relationship
	* PC Parent Child
	* PM Physical/Medical
	* SF Social/Family
	* S Stress
	* SA Substance Abuse
2. Closing Reason Key:
	* DNFR Did not follow recommendations
	* I Improved
	* PI Partially Improved
	* R Resolved
	* TER Terminated from employment
	* TRAN Transferred to other care
	* DECL Declined further EAP sessions

Any questions please call Mercy EAP at 314-729-4650.