

MONTHLY INVOICE SUBMISSION

A Process Guide for Practices



Purpose:

This Process Guide was developed to assist individuals who are submitting monthly invoices for benefits funding. In order to collect benefit funding for the purposes of paying midwives' benefit premiums, each midwifery practice is required to remit monthly invoices to the AOMBT. This processing guide provides detailed instructions on how to remit the monthly invoices.

Responsibilities:

The following is a check list of practice monthly responsibilities:

Invoices must be uploaded to the AOMBT invoice submission website by the **end of the business day on the 5th of every month**

- If there are **no billings** for the month, please send an e-mail to invoices@midwivesbenefits.ca stating: 'practice # [number] has no billings for the month of [month name]'; **please do not submit a blank invoice**
- Please note that the administration system can only accept a current invoice for processing. For any **corrections or adjustments to historical practice invoices** (including if a previous invoice was not submitted to the AOMBT for processing), please process all changes within the BORN system so that the current invoice reflects all adjusted values. If this is not possible, [contact the AOMBT](#) for assistance.

Ensure that funds are in the practice account on the **15th of every month**.

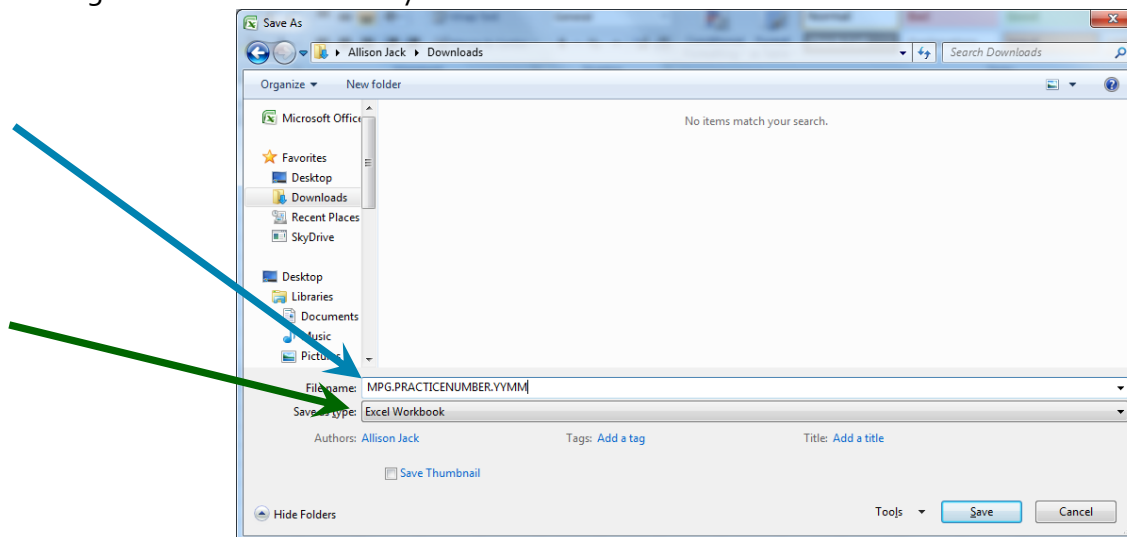
Timing and Late Fees:

In order to ensure that benefit premiums for midwives can be paid in a timely manner, invoices must be uploaded to the AOMBT invoice submission website by the **5th of every month** to avoid any late fees. If the 5th business day falls on a statutory holiday or weekend, upload the invoice on the first business day after the 5th. The AOMBT emails all practices on the 3rd and 5th of every month to remind them to upload their invoices.

Note: Any practice that does not submit their monthly invoice or payment is subject to a late fee for every month the invoice and/or payment is not remitted to the AOMBT by the submission deadline. For more information, please review the [Late or Non-Payment of Benefits Funds policy](#). After the second month of being in arrears (owing invoices and/or payment), **the AOM is notified that the members of the practice are not in compliance with Article 4.6 of the AOM Constitution. Upon this notification, the member revocation process is started for every member within the practice who is in arrears.** A practice is allowed one late payment a year before the late fees are applied.

How to Submit Monthly Invoices:

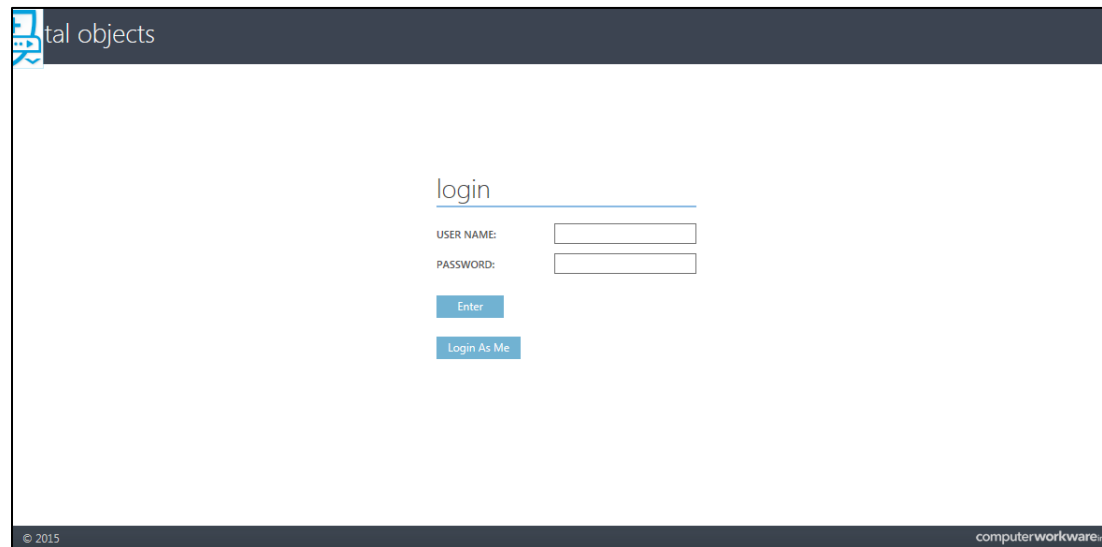
1. Please note that the invoice submission website requires the use of either Internet Explorer 10+ or Google Chrome. Google Chrome is free for download: <http://www.google.com/chrome/>
2. The practice must download the submitted invoice from the Ministry of Health's (MOH) website by logging into the Midwifery Reporting System.
3. At the top of the Reporting Form, go to the "QUERY" tab.
4. Select the report named "AOM Report by Month". Click RUN.
5. Enter the date in the prompt window at top left: YYYY/MM (please use this exact format when entering the date). The information for the AOM Benefits Report will be available.
6. In order to submit to the AOM Benefits Trust, the practice must export the data into an Excel spreadsheet. Click "Export to Excel".
7. Open the Excel file that becomes available and click "File" and then "Save As"
8. When the dialog box appears (as shown below), save the file as a **Microsoft Office Excel Workbook (*.xls)** with the following naming convention: **MPG.practicenumber.YRMM**. For example, midwifery practice group #200 submitting an invoice for July 2016 would save their file as: **MPG.200.1607.xls**. **Please be sure to use only two digits for the year (example: 16 instead of 2016) and two digits for the month (01 for January, etc.).** In order for the administration system to properly process the practice invoice, it is critically important that the above file naming convention be carefully followed.



IN ORDER TO AVOID MANUAL ERRORS, NO FORMATTING CHANGES SHOULD BE MADE TO THE SHEET
(e.g. deleting columns, changing the format of the columns, renaming the columns)

INVOICES MUST BE SAVED USING THE EXACT FORMAT FOR THE FILE NAME SHOWN:
MPG.practiconumber.YRMM

9. Save to the appropriate location (typically c:\).
10. Log onto the AOMBT invoice submission website at: https://aombt.onvitalobjects.com/VOWeb/vital/vital_login.asp
11. Enter your username and password as provided by the AOMBT. If you do not know your username and/or password, please [contact the AOMBT](#) as soon as possible for assistance.



login

USER NAME:

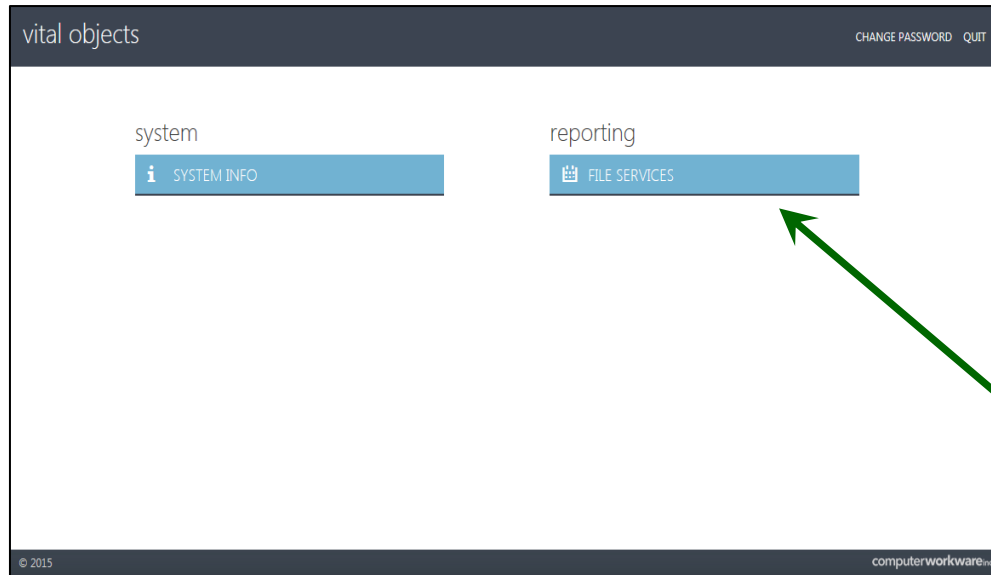
PASSWORD:

Enter

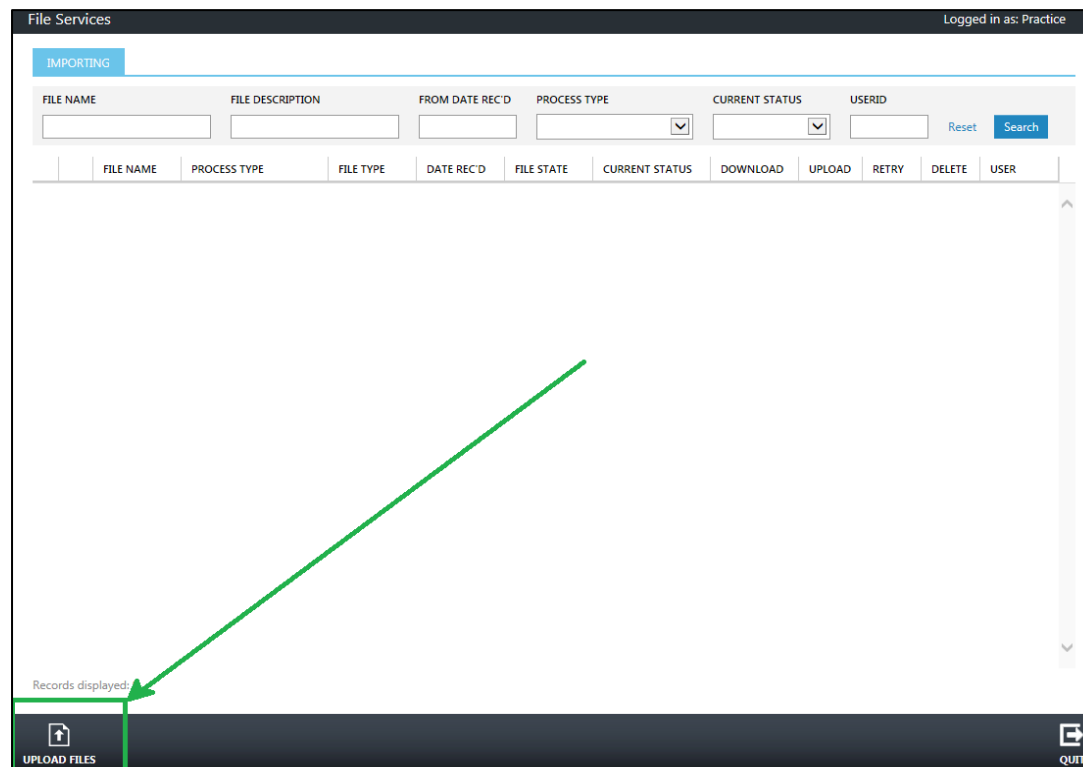
Login As Me

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12. Click Enter. You should now see the main page (below). Click on FILE SERVICES.



13. This will take you to the FILE SERVICES main page. Click on UPLOAD FILES (bottom left corner).

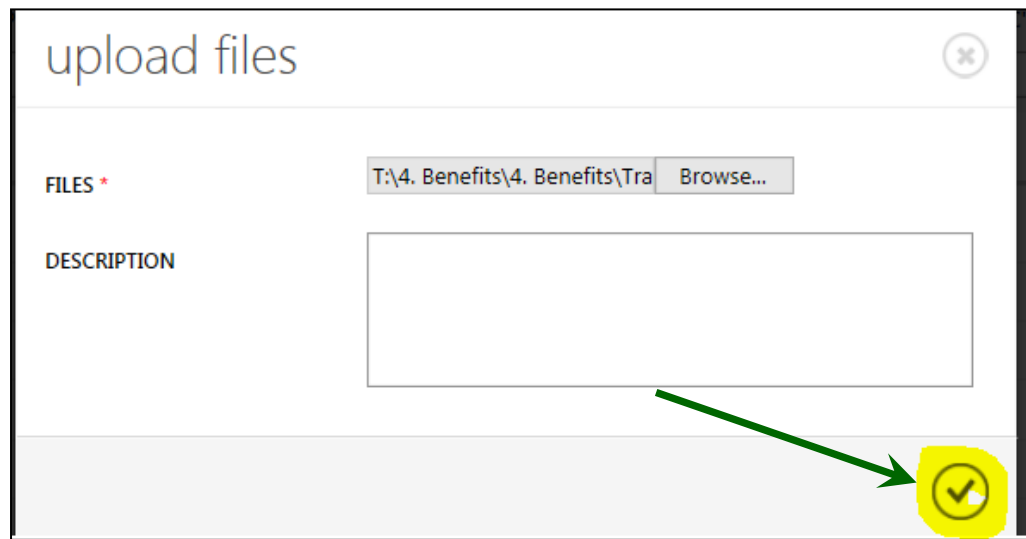


14. Click Browse to locate the file saved on your computer.



15. Double click on the current monthly practice invoice to be uploaded.

16. Click the checkmark to upload the file.



17. If you need to upload an older invoice or make an adjustment to the current invoice, please contact the AOMBT for assistance. Note that practice invoices that are older than the current billing period will not be processed through the system, and will require AOMBT assistance.

18. When your current practice invoice file has been uploaded, it will be visible within the import screen:

IMPORTING											
FILE NAME	FILE DESCRIPTION	FROM DATE REC'D	PROCESS TYPE	CURRENT STATUS	USERID						
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Reset	Search				
FILE NAME	PROCESS TYPE	FILE TYPE	DATE REC'D	FILE STATE	CURRENT STATUS	DOWNLOAD	UPLOAD	RETRY	DELETE	USER	
mpg.109.1503.xls	AOMBT Import Invoice	Excel	2015-05-26	Validate	Failed					SANDY	
mpg.109.1504_revised.xls	AOMBT Import Invoice	Excel	2015-05-27	Process	Completed					CWI	

19. To view what you have uploaded, double-click on the files from the File Import page ('download' section).

Note: The process of uploading your invoice should take 5-10 minutes.

<NEW!> Practice Invoice Upload Validations:

With the introduction of the new practice invoice upload system, the AOMBT would like to advise users that some programming has been introduced to automatically read and validate the monthly practice invoices. The programming is in place to ensure that the benefits funding information being received and processed for midwives is current and accurate. Some examples of the validation steps that the system will automatically check upon upload of a practice invoice are:

- Ensuring that the invoice being uploaded is current (i.e. it is not a historical invoice or prior billing period).
- That no duplicate invoices are being processed.
- That funding being received for a midwife on an invoice aligns with the practice location information listed in the AOMBT administration system.

If you receive a failure or warning notice upon uploading a practice invoice in any given month, *please do not be alarmed*, as the system is doing its job in validating the files. If your practice invoice fails, please [contact the AOMBT](#) for assistance.

FILE NAME	PROCESS TYPE	FILE TYPE	DATE REC'D	FILE STATE	CURRENT STATUS	DOWNLOAD	UPLOAD	RETRY	DELETE	USER
mpg.109.150...	AOMBT Import Invoice	Excel	2015-05-26	Validate	Failed					SANDY

Monthly Invoice Submission – No Billings:

If the practice has no billings for the month, please send an email stating: 'practice # [number] has no billings for the month of [month name]' to invoices@midwivesbenefits.ca; **please do not submit a blank invoice.**

If at any time you have trouble or have any questions about uploading invoices, please contact the AOMBT:

Toll-free in Ontario: 1-866-418-3773

Tel: 416-425-9974

Fax: 416-921-6556

Email: info@midwivesbenefits.ca

Website: midwivesbenefits.ca

Deadlines:

The following are important monthly deadlines:

- 30th of the month: upload MOH invoice to MOH website
- Before the 5th of the month: the previous month's invoice must be uploaded to the AOMBT's invoice submission website
- 15th of the month: funds must be in practice account to be transferred to AOMBT

AOM Benefits Trust staff:

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For questions related to the invoice upload process or benefits questions, contact Fey Kakaroukas.