

## Kansas WORK AETNA Provider Invoice Instructions and Service Code Descriptions

Please use the Public Partnerships LLC (PPL) specific Kansas WORK AETNA Provider Invoice when submitting for reimbursement for services provided to participants in the Kansas WORK program. PPL cannot guarantee the timely processing of invoices submitted on alternative formats.

PPL will pay agency/vendor providers and independent contractors within 30 days of invoice receipt, dependant on the accurate submission of this invoice form, and subject to AETNA approval and authorized and available funds in the WORK participant’s budget.

When completing the invoice form, it is required that you identify on the invoice the service code(s) below that correspond to the services that were provided. In the event that you provide an “Other” service, please include a description of the service on the invoice in the column provided.

<b>Personal Assistant Services</b>	
<b>Service Code Name</b>	<b>Service Code</b>
Activities of Daily Living (includes bathing, grooming, toileting, eating, transferring, medication, management, and mobility)	ADL
Instrumental Activities of Daily Living (includes shopping, housekeeping, laundry, meal prep, lawn care/snow removal, transportation, and money management)	IADL
Employment Related Support	EMPSUPPORT
<b>Alternative Services</b>	
Housekeeping service	HOUSEKEEP
Laundry service	LAUNDRY
Meal service	MEALS
Mowing/snow removal service	SNOWMOW
Transportation service	TRANSPORT
Employment support	WORKSPRT
Emergency monitoring INSTALLATION	MONITORINS
Emergency monitoring	MONITOR
Medication Dispenser	MEDDISP
Other	OTHER

Please contact our toll-free customer service number: 1-833-549-5673 with any questions regarding invoicing.

**All invoices are due within 30 days of the month of service.**