



Missouri Department of Health and Senior Services

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**Jane Drummond**  
Director

PM-08-17  
VM-08-17

March 31, 2008

**MEMORANDUM FOR ALL IN-HOME SERVICE PROVIDERS**

FROM: Brenda F. Campbell, Director *Brenda F. Campbell*  
Division of Senior and Disability Services

SUBJECT: SSBG/GR and NME Electronic Billing Forms

As part of the Division of Senior and Disability Services (DSDS) continuing efforts to automate processes and forms, the following SSBG/GR and NME billing forms are now available via the Internet at <http://www.dhss.mo.gov/HCBS/AppsForms.html>.

- SSBG/GR Billing Invoice for In-Home Services (Form DA-215)
- SSBG/GR Billing Invoice for Counseling (Form DA-215A)
- SSBG/GR Billing Invoice for Respite (Form DA-215B)
- SSBG/GR Billing Invoice for Nurse Respite (Form DA-215C)
- Non-Medicaid Eligible Consumer Invoice (Form DA-215D)

The division will no longer mail out or have available hard copies of the above forms. Contracted agencies are encouraged to utilize the electronic forms which can be easily downloaded from the website.

Agencies may continue to use their own internal electronic forms; however, the forms must contain the same information as the forms posted on the web by the division. If there are discrepancies, there may be a delay in processing your invoice for payment. Any invoices submitted using outdated versions of the above forms will not be processed for payment.

Any questions regarding this memorandum may be directed to Sarah Matfield at 573-526-8510 or via email at [programintegrity@dhss.mo.gov](mailto:programintegrity@dhss.mo.gov).

BFC/CA

CC: Distribution lists 3 and 4

[www.dhss.mo.gov](http://www.dhss.mo.gov)

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The Missouri Department of Health and Senior Services will be the leader in promoting, protecting and partnering for health.

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER: Services provided on a nondiscriminatory basis.