

Vendor Portal / Manifest Trips

My Trips

- 📍 Input Date Range
- 📍 Filter – Vendor Accepted
- 📍 Select Manifest

The screenshot shows the LCP Transportation LLC Vendor Portal interface. At the top, it displays the company name 'LCP Transportation LLC' and 'ABC Company'. Below the header, there are 'Trip Filters' with a 'Trip Id' field set to '01-10-2'. A dropdown menu is open, showing filter options: 'VendorAccepted', 'Assigned', 'VendorAccepted' (highlighted), 'VendorRejected', 'Manifested', 'Completed', and 'Invoiced'. A 'Filter' button is next to the dropdown. Below the filters is a table of trips with columns: Trip Id, From Address, To Address, Vendor, Est Distance, TobeReadyTime, Appt Time, and Action. The 'Action' column contains 'Manifest' buttons. At the bottom, it says 'Showing 1 to 8 of 8 trips.' and has a 'Print' button.

Trip Id	From Address	To Address	Vendor	Est Distance	TobeReadyTime	Appt Time	Action
1 Riders	519 E A St Fowlerton, Indiana-46930	519 E A St Fowlerton, Indiana-46930	VendorAccepted	16.5943	01/12/2020 0530	01/12/2020 0700	Manifest
1 Riders	317 S NORTON AVE MARION, Indiana-46952	519 E A St Fowlerton, Indiana-46930	VendorAccepted	16.3992	01/12/2020 0530	01/12/2020 0700	Manifest
1 Riders	656 Sheridan Rd Noblesville, Indiana-46060	2626 E 46TH ST INDIANAPOLIS, Indiana-46205	VendorAccepted	17.9092	01/12/2020 0530	01/12/2020 0700	Manifest
1 Riders	2626 E 46TH ST INDIANAPOLIS, Indiana-46205	656 Sheridan Rd Noblesville, Indiana-46060	VendorAccepted	18.7443	01/12/2020 0530	01/12/2020 0700	Manifest



LCP Overview

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Vendor Portal / Manifest Trips

My Trips

Enter Manifest Info

- Mile Start (Office Odometer)
- Mile Begin (Pick-up Odometer)
- Mile End (Drop-off Odometer)
- Start Time (Leave Office)
- Begin Time (Pick-up Member)
- End Time (Drop-off Member)
- Comments
- No Show Box

Save

The screenshot shows a web browser window with the LCP Transportation LLC logo and 'ABC Company' in the top right. The main content area is titled 'Trip(s)' and contains a form for entering manifest information. The form includes a 'Trip Filters' section with input fields for 'Trip Id', '01-06-2020', '01-06-2020', and a dropdown for 'VendorAccepted', followed by a 'Filter' button. Below this is a table with columns for '1 Riders', 'Indianapolis, Indiana-46201', and 'CARMEL, Indiana-46032'. A 'Manifest' button is located to the right of the table. The form also has fields for 'Mile Start' (Start Mileage), 'Mile Begin' (Begin Mileage), 'Mile End' (End Mileage), 'Start Time' (Start Time), 'Begin Time' (Begin Time), and 'End Time' (End Time). A 'Comments/Notes' section contains a 'No Show' checkbox. At the bottom right of the form are 'Save' and 'Cancel' buttons. Below the form is a table with columns for '1567888-2', '12188-AN MERIDIAN ST, STE 101', '905 Ewing St', 'VendorAccepted', '21.976', '01/06/2020 1150', and '01/06/2020 1320'. A 'Print' button is located at the bottom right of the table. At the bottom of the screenshot, there are three lines of text: 'Showing 1 to 5 of 5 trips.', 'Est. Distance must be +/- 5 miles to move into complete status.', 'Must notify LCP Claims or Vendor Relations to reopen for corrections.', and 'Vendor's office location should be the location "start" odometer/time.'



Vendor Portal / Manifest Trips

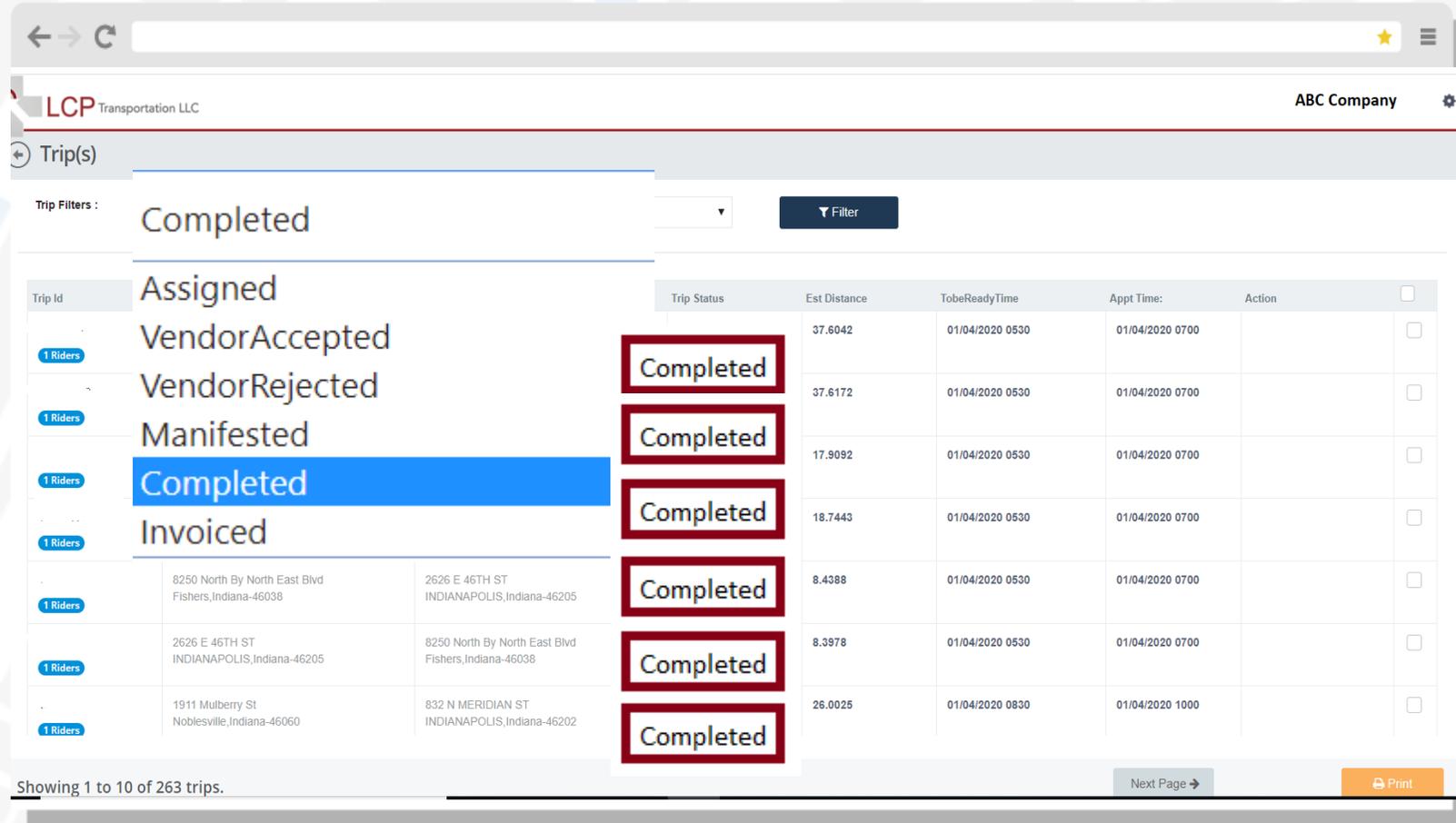
My Trips

 Status = Completed

If Status shows complete, you are ready to invoice. You should be able to check off all completed trips with your paperwork as a checks and balances.

Note: Corrections to trips must be requested by contacting LCP Claims or Vendor Relations to reopen & correct:

vendorclaims@lcptransportation.com
vendorsupport@lcptransportation.com



The screenshot shows a web browser window displaying the LCP Transportation LLC Vendor Portal. The page title is "Trip(s)" and the user is logged in as "ABC Company". The "Trip Filters" section is set to "Completed". The main table lists trips with columns for Trip Id, Trip Status, Est Distance, TobeReadyTime, Appt Time, and Action. The "Trip Status" column is highlighted in blue, and each row has a red box around the word "Completed".

Trip Id	Trip Status	Est Distance	TobeReadyTime	Appt Time	Action
1 Riders	Assigned	37.6042	01/04/2020 0530	01/04/2020 0700	<input type="checkbox"/>
1 Riders	VendorAccepted	37.6172	01/04/2020 0530	01/04/2020 0700	<input type="checkbox"/>
1 Riders	VendorRejected	17.9092	01/04/2020 0530	01/04/2020 0700	<input type="checkbox"/>
1 Riders	Manifested	18.7443	01/04/2020 0530	01/04/2020 0700	<input type="checkbox"/>
1 Riders	Completed	8.4388	01/04/2020 0530	01/04/2020 0700	<input type="checkbox"/>
1 Riders	Invoiced	8.3978	01/04/2020 0530	01/04/2020 0700	<input type="checkbox"/>
1 Riders		26.0025	01/04/2020 0830	01/04/2020 1000	<input type="checkbox"/>

Showing 1 to 10 of 263 trips. [Next Page](#) [Print](#)



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Trip Assignments - Manifesting

- 📍 Est. Distance calculates from shortest distance in google maps
- 📍 Manifest miles must be within +/- 5 miles of est. distance to move to completed status
- 📍 If your manifest miles and status returns an error; you must contact LCP to reopen trip for you to make correction.

Note: Email vendorclaims@lcptransportation.com or vendorsupport@lcptransportation.com



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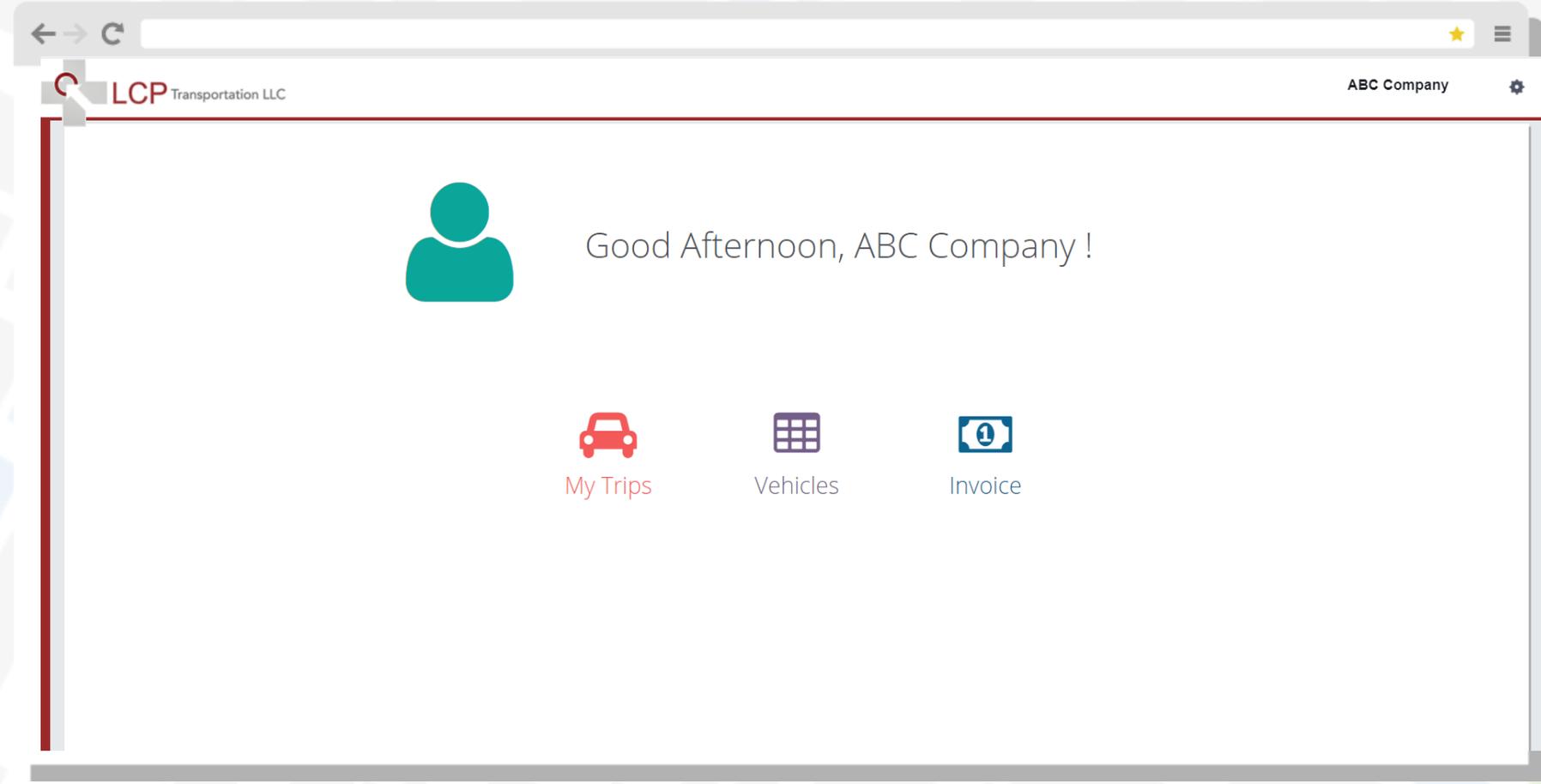
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Vendor Portal / Invoice Trips

Invoice

 Invoice Trips



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LCP Transportation LLC ABC Company ⚙

 Good Afternoon, ABC Company !

 My Trips  Vehicles  Invoice



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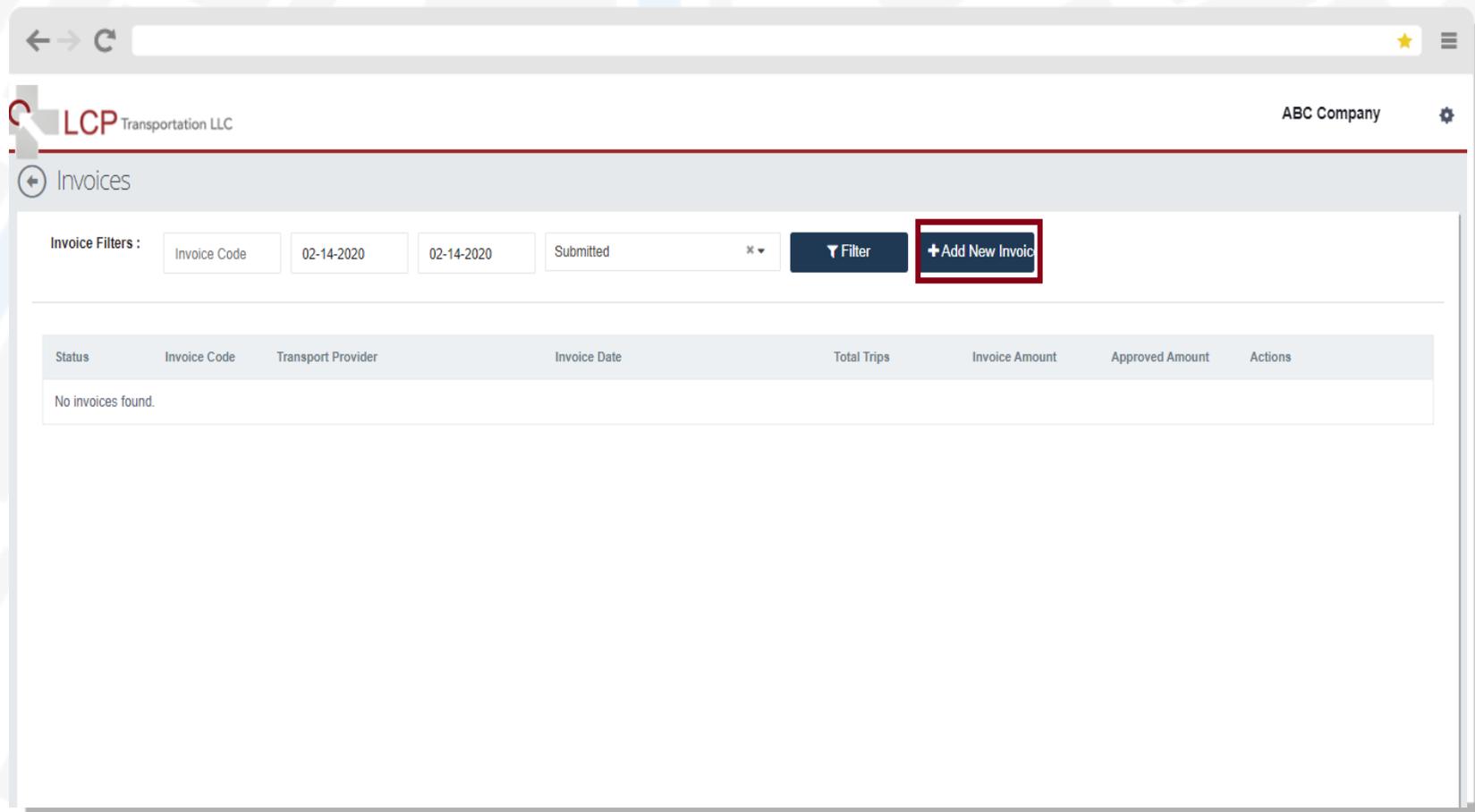
Invoice

 Select "Add New Invoice"

Note:

Separate all signature pages into the groups of insurance carriers so that you can create an invoice number for each:

- MHS HIP 2.0
- MHS HCC
- MHS HHW
- Care Source HHW
- Care Source HIP



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Invoice

- Select Carrier at Dropdown
- Write Down Invoice#
- “Check Box” Beside Trip
- Choose “Submit”
- Repeat Steps – All Carriers You Provided Service will have an Invoice #

Note:

Never choose “Save” or “Close” on this screen

LCP Transportation LLC ABC Company

New Invoice

Invoice Code: TTL411312 MHS HIP 2.0 02-14-2020

Show 10 Search:

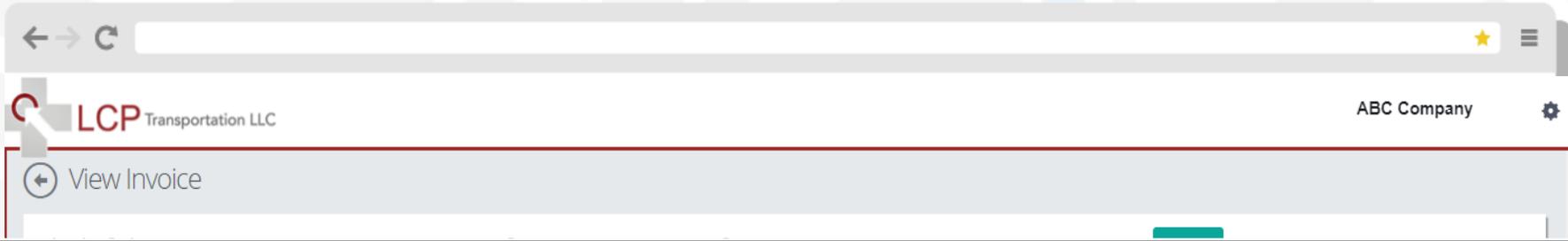
Select	TripID	Mileage				Cost				Total
		Start	Begin	End	Total	Unloaded	Loaded	Base Cost	Wait Cost	
<input checked="" type="checkbox"/>	1581568-1	195179	195237	195274	95	\$29.00	\$33.75	\$10.00	\$0.00	\$72.75
<input checked="" type="checkbox"/>	1581568-2	195274	195274	195311	37	\$0.00	\$33.75	\$10.00	\$0.00	\$43.75
<input checked="" type="checkbox"/>	1592834-1	195549	195577	195599	50	\$14.00	\$15.00	\$10.00	\$0.00	\$39.00

Invoice Total **\$155.5**

Showing 1 to 3 of 3 entries (filtered from 0 total entries) Previous 1 Next



Vendor Portal / Invoice Trips



Manifest/Invoice

Trip ID	Trip From	Trip To	Mileage				Cost			
			Begin	Start	End	Total	Unloaded	Loaded	Wait	Trip Cost
123456-1	Anderson	Muncie	914932	914916	194948	32	0.00	7.50	0.00	\$17.50

16 unloaded miles + 16 loaded miles = 32 miles (paid 10.00 base rate (included in first 10 miles) + 6 miles X 1.25 = 7.50 (\$17.50))

1589580-1	2147 Madison Ave	2340 E 10TH ST	194477	194481	194489	12	\$0.00	\$0.00	\$10.00	\$0.00	\$10.00	\$0.00
1589580-2	2340 E 10TH ST	2147 Madison Ave	194502	194511	194517	15	\$0.00	\$0.00	\$10.00	\$0.00	\$10.00	\$0.00
1590738-1	252 S Oakland Av	5515 W 38TH ST	194974	194980	194992	18	\$0.00	\$2.50	\$10.00	\$0.00	\$12.50	\$0.00
1590738-	5515 W 38TH ST	252 S Oakland Av	195050	195058	195070	20	\$0.00	\$2.50	\$10.00	\$0.00	\$12.50	\$0.00



Vendor Portal / Invoice Trips

Invoice

📍 Once Invoicing Completed, Status = Submitted

- Invoice# & amount will be Added to Grand Total Invoice
- Grand Total Invoice & Signature Sheets – Upload to One Drive to Complete Process

Status	Invoice Code	Transport Provider	Invoice Date	Total Trips	Invoice Amount	Approved Amount	Actions
Submitted	NC400710	ABC Company	01/19/2020	9	\$475.50		≡
Submitted	NC410843		01/26/2020	39	\$1648.50		≡
Submitted	NC411042		02/02/2020	11	\$472.00		≡
Submitted	NC400707		01/19/2020	6	\$326.50		≡
Submitted	NC400711		01/19/2020	13	\$823.00		≡
Submitted	NC410844		01/26/2020	23	\$570.75		≡
Submitted	NC400709		01/19/2020	7	\$964.50		≡
Submitted	NC410842		01/26/2020	16	\$644.00		≡



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Invoice

 Grand Total Invoice (GTI)

Note: You will note any adjustments in the body of the invoice (i.e. No shows, negotiated rates, etc...)

<i>Company Name</i>		Invoice Grand Total	
Address		DATE:	
City, State Zip Code			
Update with Company name and address			

DESCRIPTION	AMOUNT
MHS HH'w	
MHS HIP	
MHS HCC	
MHS Dual	
Care Source HH'w	
Care Source HIP	

Invoice number

Corresponding Invoice Amount

2. Transfer the invoice number and total in the correct row above.

3. Any no-shows that invoice at \$0.00, need to be added into the appropriate total above a note stating, "Invoice 123456 was adjusted \$7.50 due to No-Show trip 3876543 invoicing at \$0.00."

4. Wheelchair rates

5. Create a file with the GTI and signature sheets

6. Drag and Drop the GTI and signature sheet file into the OneDrive. You should receive an invite to OneDrive. Make sure to bookmark the site once you click the link.

TOTAL	\$	-
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Make all checks payable _____

If you have any questions concerning this invoice, contact Name, Phone Number, E-mail _____

THANK YOU FOR YOUR BUSINESS!

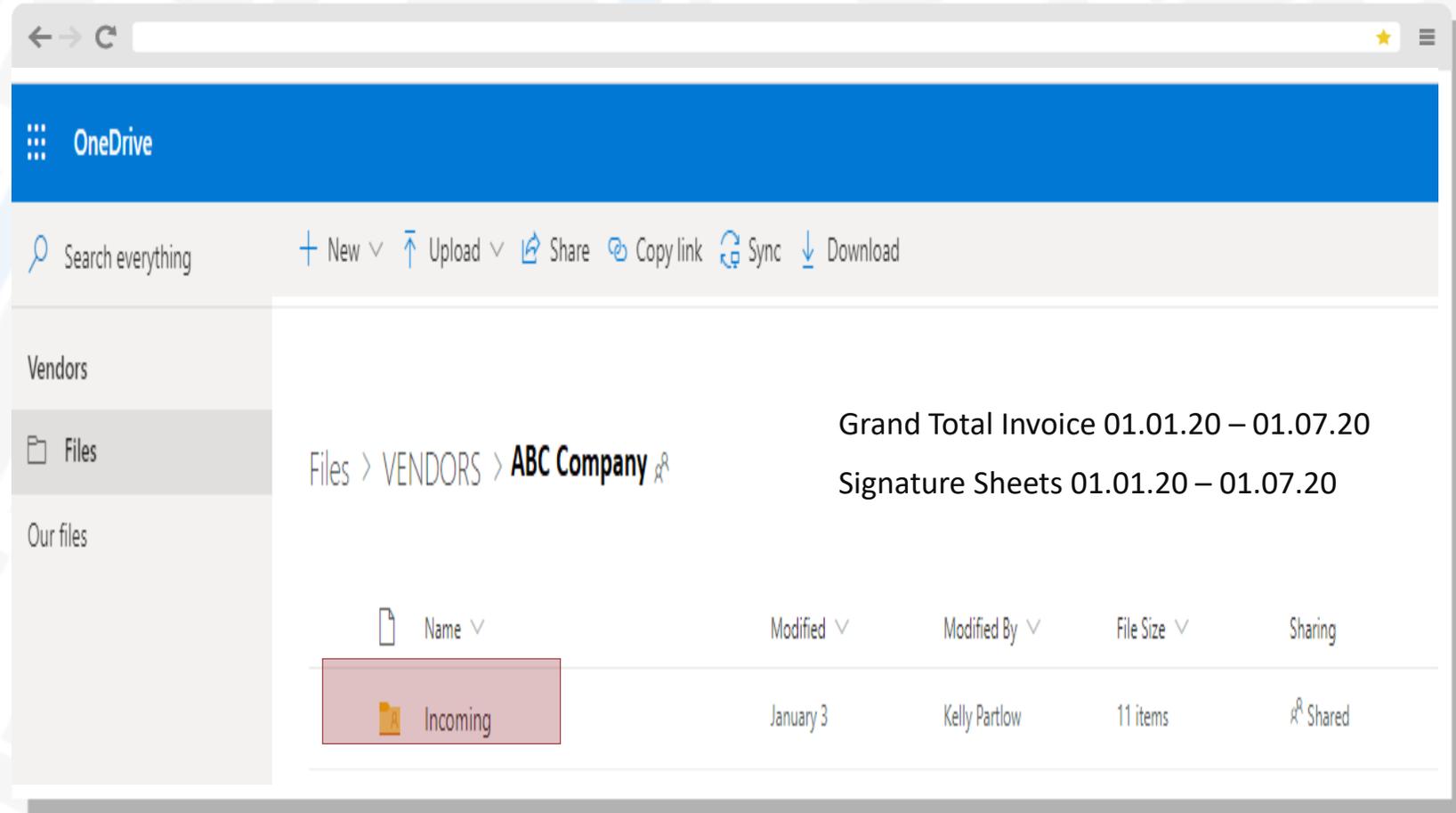


Vendor Portal / Invoice Trips (Upload One Drive)

Invoice

- One Drive – Upload
 - Grand Total Invoice
 - Signature Sheets

Note: Best Practice to Verify with LCP that your Grand Total Invoice & Signature Sheets are Showing in One Drive After You Upload.



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