

# Invoice submission for personal care supplement payments

## Quick reference guide

Licensed health care professionals for Adult Foster Care (AFC) and Homes for the Aged (HFA) are entitled to receive supplemental payments for administering personal care to eligible Medicaid enrollees. These services are not billable through the standard claims process. Instead, as the rendering provider for UnitedHealthcare Community Plan of Michigan, you must **complete a separate invoice** and return it to us for reimbursement. Use this guide for instructions on how to submit monthly invoices for processing.

### Benefit requirements

Members of UnitedHealthcare Community Plan of Michigan must meet the following criteria to qualify for personal care services:

- Fulfill eligibility requirements for Medicaid
- Live in a Michigan-licensed AFC or HFA
- Score at 2 or above on their Daily Living Activities personal care assessment

### How to submit an invoice

Gather and complete the following documents:

- Michigan Coordinated Health: Personal care provider supplement invoice
- W9 form
- Copy of medical license

Send the documents to us using one of the following methods

- **By mail:** UnitedHealthcare Community Plan of Michigan  
Attn: Vendor Manager  
3000 Town Center, Suite 1400  
Southfield, MI 48075
- **By email:** [UHC\\_MICH\\_Invoice@uhc.com](mailto:UHC_MICH_Invoice@uhc.com)



### Questions? We're here to help.

For chat options and contact information, visit [UHCprovider.com/contactus](https://UHCprovider.com/contactus). For information about the program, review the **Personal Care Supplement Guide** published by the Michigan Department of Health & Human Services.