



# Linguava Customer Portal Financial Reporting and Invoices

The **Financial** menu will allow you to view Linguava invoices generated for your customer account. Access Financials from the Toolbar at the top of your screen.

Click here to login: [portal.linguava.com](https://portal.linguava.com)

The screenshot shows the user interface of the Linguava Customer Portal. At the top, there is a navigation bar with 'Home', 'Reports', and 'Financial' (highlighted). Below the navigation bar, the user is logged in as 'jsmith@genericchos.org'. The main header area displays the Linguava logo and the name of the selected customer, 'Generic Hospital'. A welcome message and scheduling information are provided. Below this, there is a table of invoices. The first row is selected, showing details for invoice #11, dated 10/31/23, with a total amount of \$650.00. A 'View Details' button is visible next to the selected invoice.

The View command found under the action menu for a particular invoice will allow you to view, print or download a pdf document of the actual invoice.

This screenshot shows the dropdown menu that appears when the 'View Details' button is clicked. The menu includes options such as 'Print', 'Save as PDF', 'Share via Web', 'View Verifications', 'Export Customer Summary Report', and 'Linguava Invoice Export'. Below the menu, there is a preview of the invoice details, including the bill-to address (Generic Hospital), phone number, fax number, email, and website. A table of invoice items is also visible, showing job numbers, descriptions, and verification links.

The **View Verifications** option on the invoice preview page gives centralized access to verification documents (such as VoS forms or electronic signatures) for each job included in the invoice.

Job	Method of Verification	Verification
5098533	Method of Verification: Document Filename: VoS(5098382).pdf	<a href="#">Verification of Service Form</a>
5098534	Method of Verification: Document Filename: VoS(5098382).pdf	<a href="#">Verification of Service Form</a>
5098535	Method of Verification: Document Filename: VoS(5098382).pdf	<a href="#">Verification of Service Form</a>
5098536	Method of Verification: Document Filename: VoS(5098382).pdf	<a href="#">Verification of Service Form</a>
5098537	Method of Verification: Document Filename: VoS(5098382).pdf	<a href="#">Verification of Service Form</a>

Vendor Name	Appointment Number	Appointment Status	MDIS Csk	Response Time	Sub Location	Customer Name	Customer DOB	Bill To Reference	Medical ID	Medicare ID	Student	Member First Name	Member Last Name	Member D.O.B	Type of Cert	Visit Type/Last Setting	Visit Date	Visit Scheduled Time	Interpreter First Name	Interpreter Last Name	In-person Interpreter Service	Telephone Interpreter Service	Video Remote Interpreter Service	Interpreter OBA Certified
Linguava Interpreter Inc	5098533	SP										Test	Patient	56/12/95	Physical	Office Outpa	10/02/23	9:00 AM PDT			Yes	No	No	Yes
Linguava Interpreter Inc	5098534	SP										Test	Patient	56/12/95	Physical	Office Outpa	10/09/23	9:00 AM PDT			Yes	No	No	Yes
Linguava Interpreter Inc	5098535	SP										Test	Patient	56/12/95	Physical	Office Outpa	10/16/23	9:00 AM PDT			Yes	No	No	Yes
Linguava Interpreter Inc	5098536	SP										Test	Patient	56/12/95	Physical	Office Outpa	10/23/23	9:00 AM PDT			Yes	No	No	Yes
Linguava Interpreter Inc	5098537	SP										Test	Patient	56/12/95	Physical	Office Outpa	10/30/23	9:00 AM PDT			Yes	No	No	Yes

The **Linguava Invoice Export** can be exported from the invoice preview page and will contain an Oregon Health Authority style report invoice with all the fields needed for Oregon healthcare providers' language access reporting needs. The report will be sent to your email address of record.

Payments on invoices can be made with a credit card or ACH using the link below:

<https://linguava.securepayments.cardpointe.com/pay>