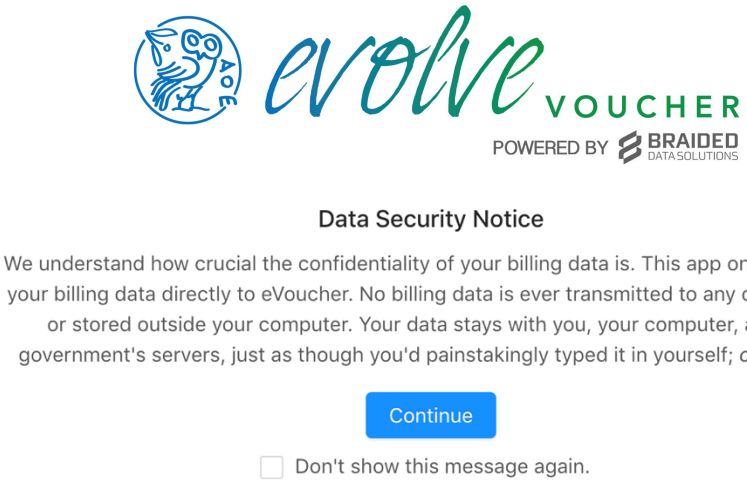
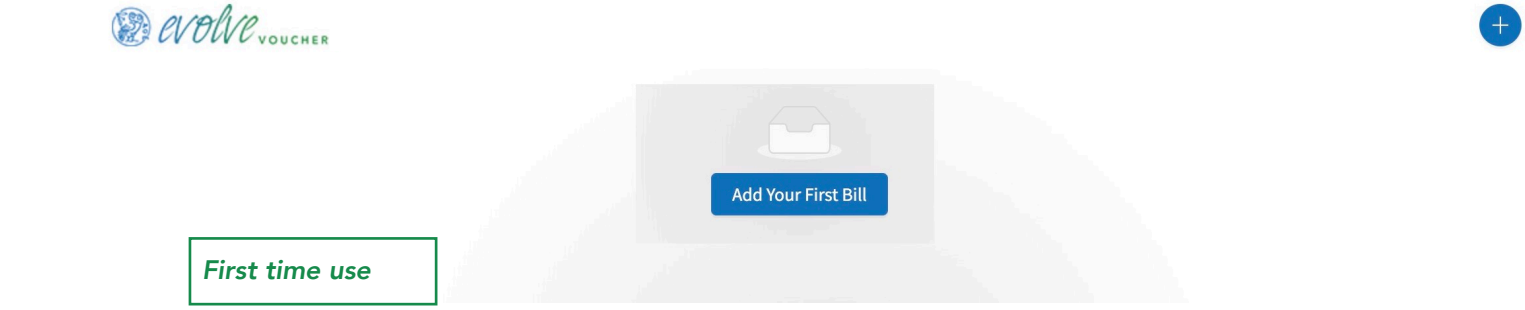
USER MANUAL evolveVoucher

evolveVouchers is a local, desktop application that aids CJA attorneys and providers in uploading their data to eVoucher without the hassle and potential data entry error of entering data twice.

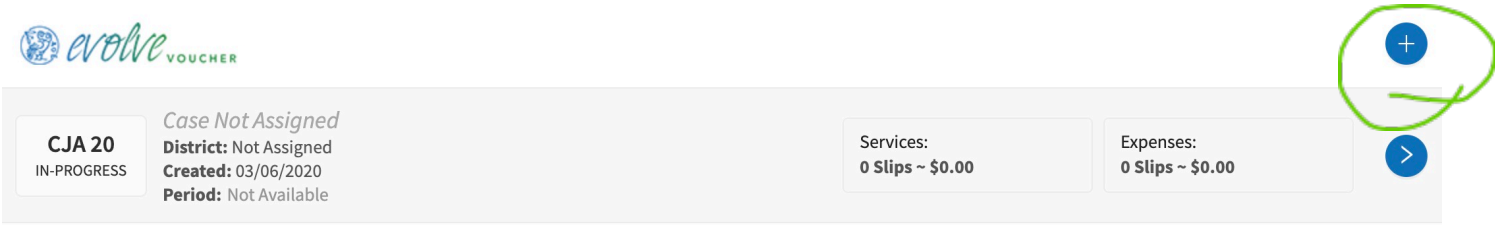


First, export your slips to a CSV file or Text file depending on your software/practice management system (see additional instructions for your software. Currently supported platforms include BillingsPro, Clio, Timeslips, and our custom Excel spreadsheet.

From there, you're going to add a new Bill (this will depend on whether you've used the system yet)

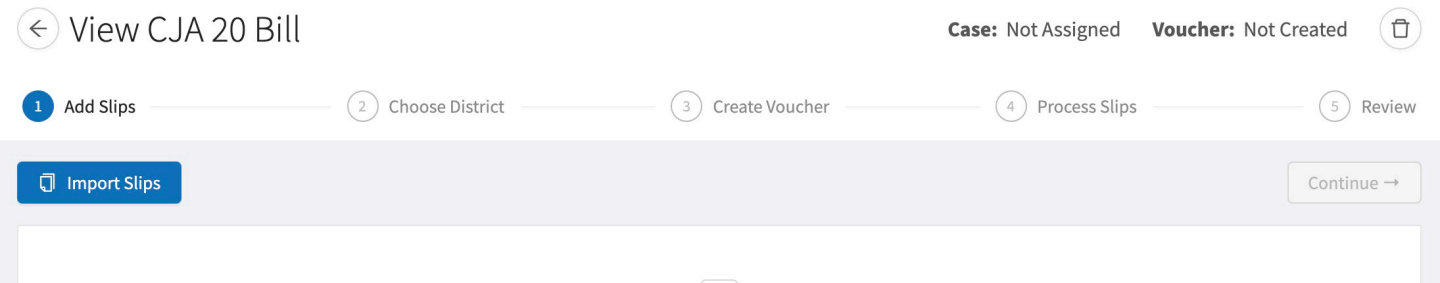


First time use

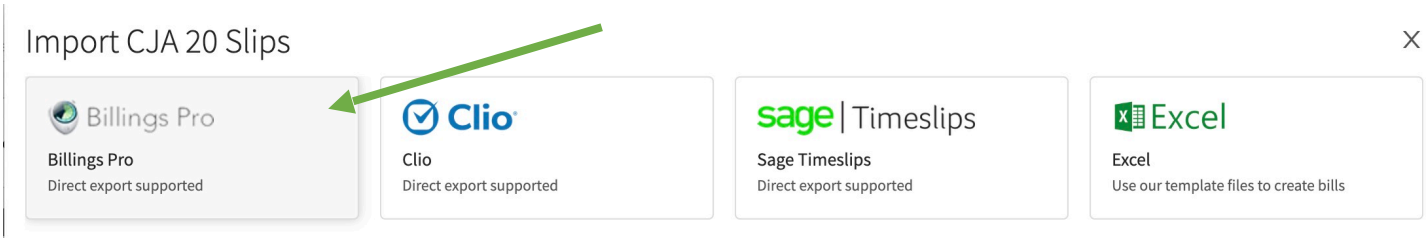


Subsequent use

Then add your slips

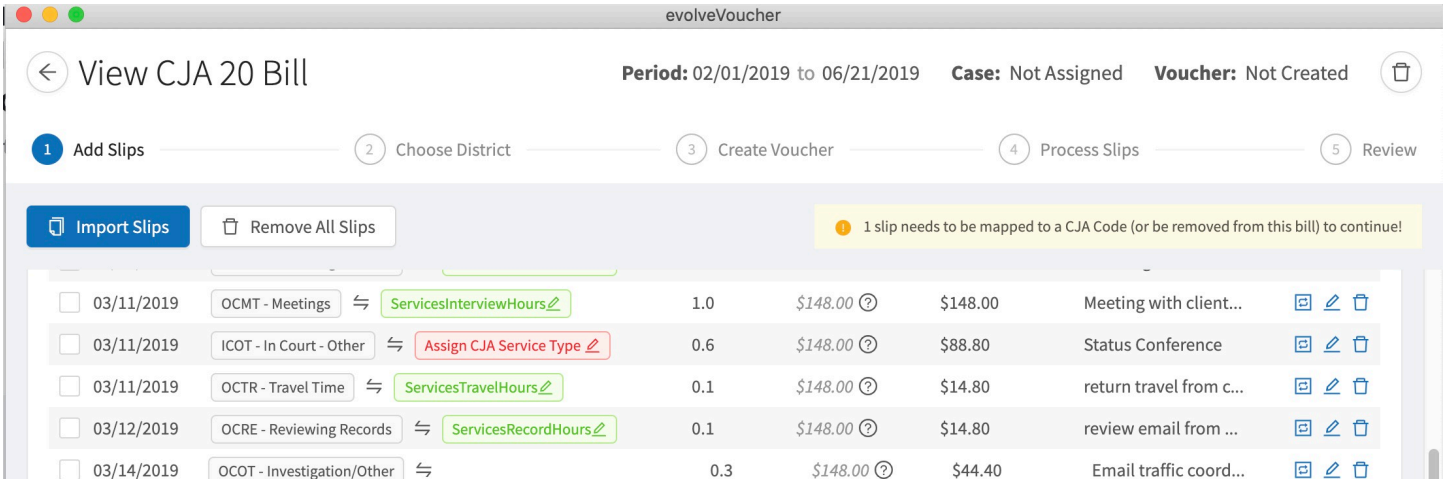


You'll get an option to select your data source, select the one that matches your practice management software or export file. Note: if you want to use Excel, you must download and use the custom template we include in the application. A generic excel is likely to have errors.



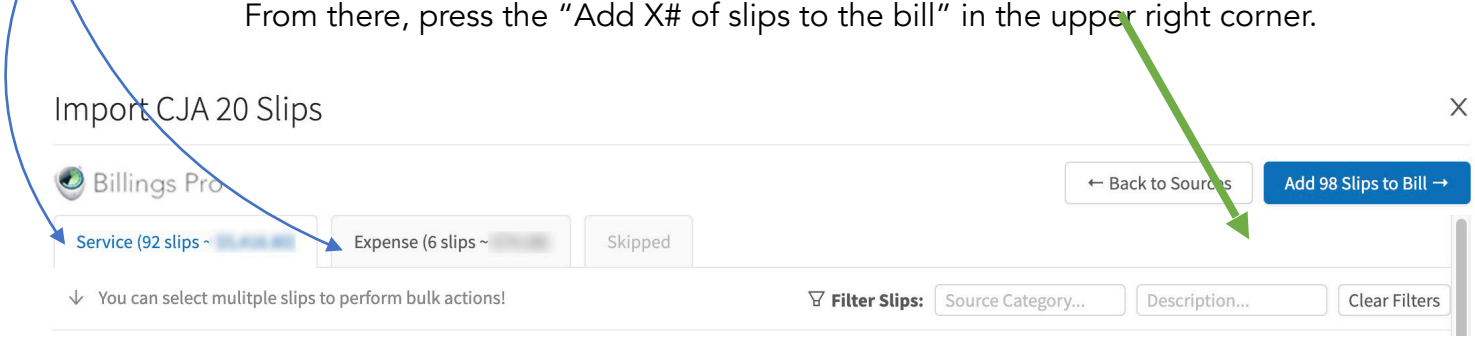
Select the export file that you sent your slips to (we recommend initially saving it to your desktop so you can find it easily, then you can move that file to your client file if you want to save it, or just delete it because you have your original data).

You're then going to be able to match your slips to the billing codes in evoucher (in this example, the matching has been done using Billings pro data so they show all green; evolve tells me one still needs to be matched and is in red. Make sure you skim through the list looking for any red, unmatched slips, and spot check your matches are correct).



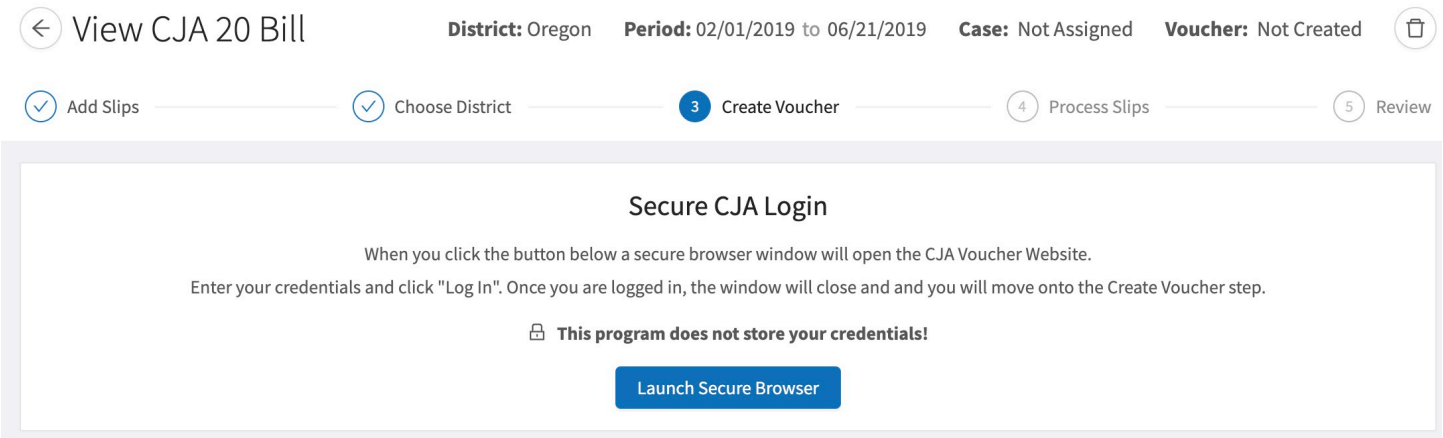
Make sure to check both the services & expenses slips.

From there, press the "Add X# of slips to the bill" in the upper right corner.



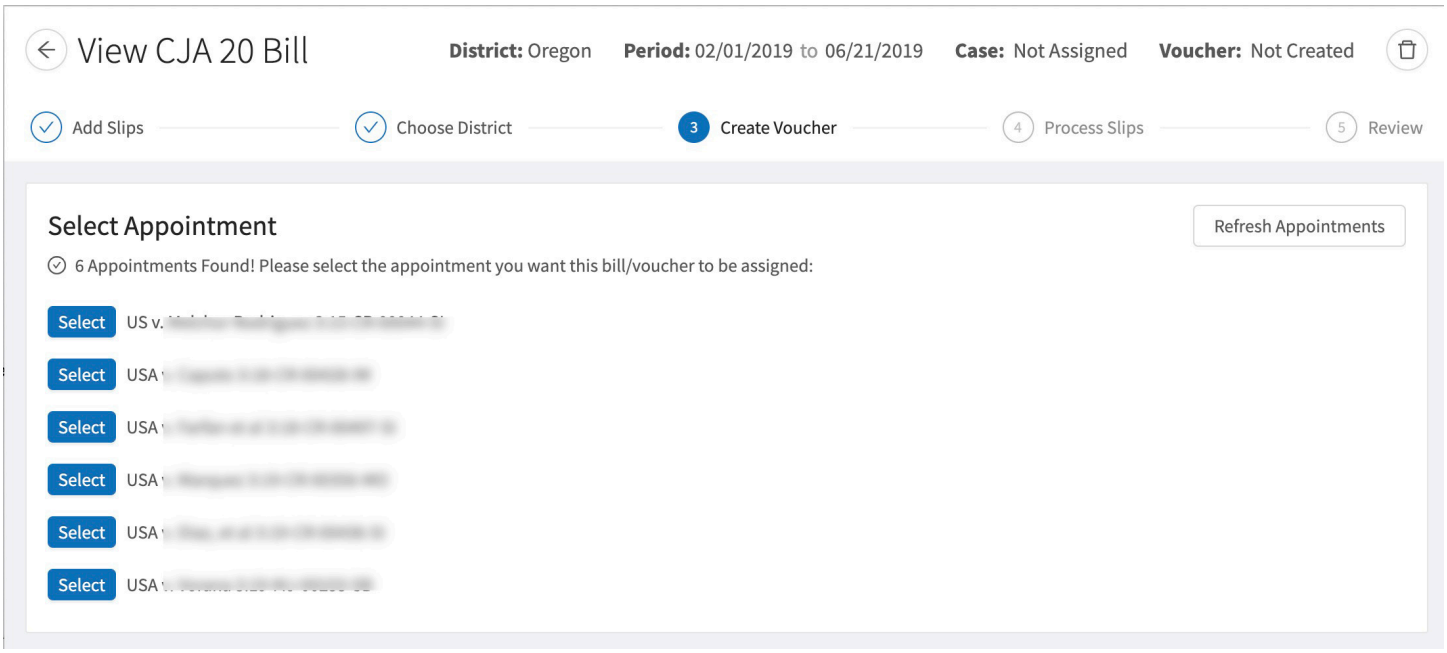
Hopefully you're using billing codes in your practice management software. If you're not using billing codes, we recommend you set them up TODAY because once you have matched your codes, evolveVoucher will remember your selections on your local machine & you won't have to rematch the codes. This will be an additional time savings.

evovleVoucher will then ask you to press Continue, choose your District, and will ask you to go to the Secure CJA Login page.

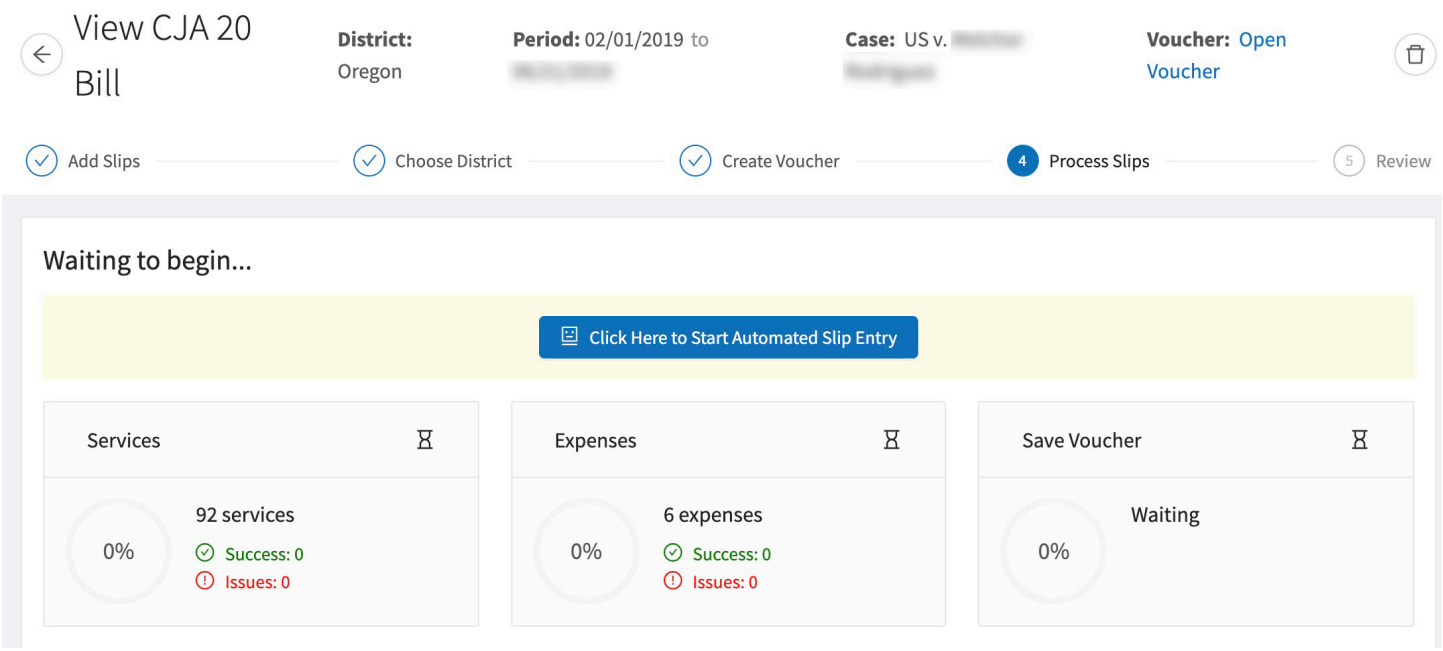


Click the link & it will take you to the eVoucher login page. Login.
We do not store your credentials & you are interacting directly with evoucher here.

It will "fetch your appointments" and you'll get a dropdown menu of your appointments - select the client you're billing.

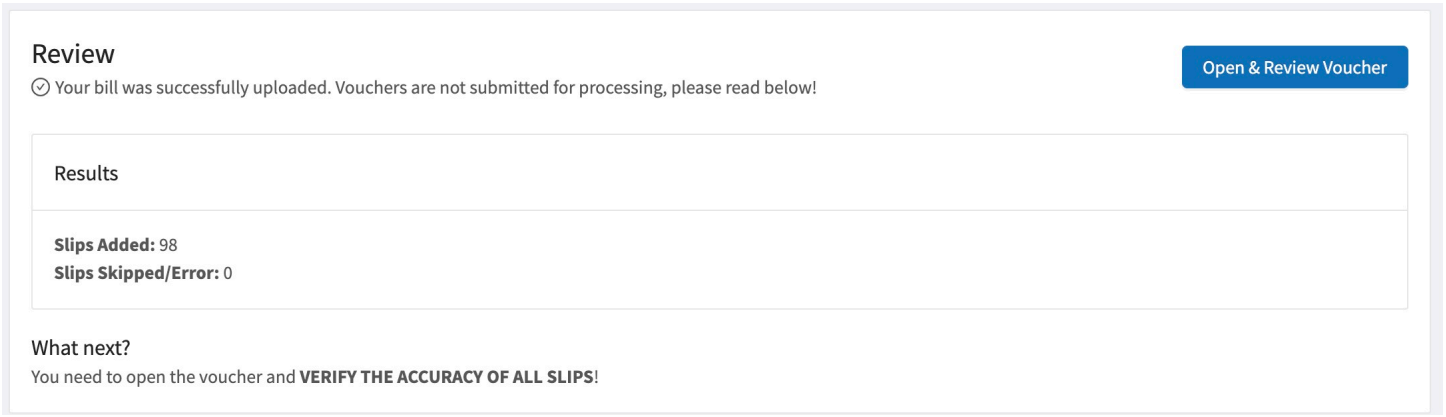


Once you do this, it will create your CJA 20 & then you can click to start the automated entry.

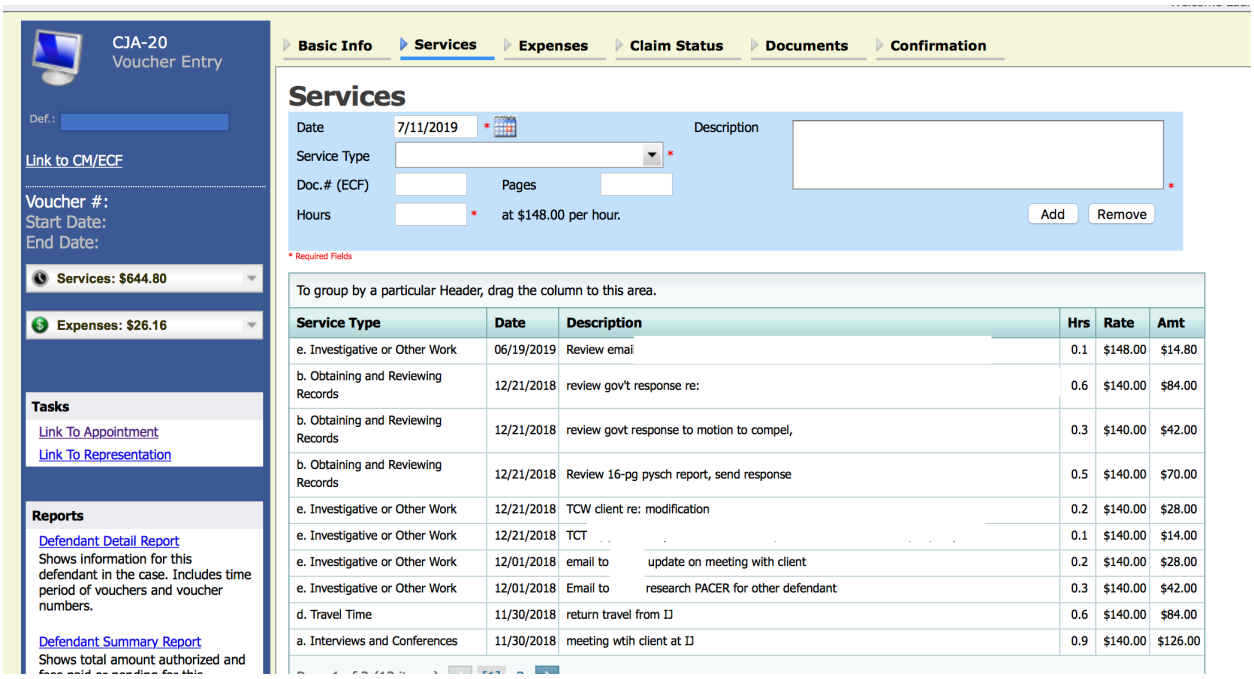


You'll begin seeing the program add your services & expenses(which is my favorite part, it's so fast!) and when it's done, you can click the link to go in & upload your supporting documents, double check the service dates, and double check your data.

When you log in to eVoucher, you will see your data all easily and correctly entered under the client you selected. With any automatic computer system, we recommend spot checking to ensure accuracy. Fill out your claim status, upload your documents, and sign the confirmation page.



Ta-da! You're done.



Please note: We cannot control evoucher - it is notoriously buggy and fickle. Please ensure your uploaded data is correct before submitting it. evovleVoucher takes no responsibility for bills submitted with errors.