

Georgia Board of Health Care Workforce

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BOARD CHAIRMAN



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Greetings, Valued Business Partner:

In order to serve you best, each vendor (hospital, school, grant awardee, etc.) will need to use the format listed below in this document:

- All submissions must be in PDF-format only.
 - This request includes documentation provided in [excel spreadsheets](#), which should be printed with all columns on one page, then converted to PDF. If this is not possible, please get in touch with Freeman Montaque (see contact information below) or Kimberly Rogers (kimberly.rogers3@dch.ga.gov) to determine another solution.
- All documents should be compiled into a PDF packet with a cover letter as the first page of the submission (see attached for format). The letter should state what items are included in the packet.
- All submissions should include a copy of the executed agreement.
- Receipts should equal the total amount included on your invoice.
- Payroll reports are needed if seeking payroll-related reimbursement (not contracted services).

Invoices you submit must include, at the minimum:

- Invoice number (with a date)
- Description of goods and services
- Organization name
- Organization location
- Total amount due

Complete Remittance Information – items in your complete PDF submission that must be included:

- Your company (with contact person name)
- Full address (PO Box, mail stop, etc.)
- Telephone number of the contact and/or company
- Email address

Once all completed information is submitted to either Kimberly or myself, please allow 20 business days for payments to fully process.

We truly appreciate your patience and assistance in this matter. These changes will allow us to be more proficient in our daily work and should help expedite our payment processes.

Sincerely,

Freeman Montaque

Finance and Budget Manager

Office: (404) 656-4546 / Email: freeman.montaque@dch.ga.gov