## Brokerage Report Matrix

While there are many reports in eXPRS and numerous ways for users to search for data, there are some key reports that are used most frequently by a Brokerage. Below is a matrix to help Brokerage users know which reports can give them the data they are most often looking for to conduct Brokerage business.

<table>
<thead>
<tr>
<th>What information do I want?</th>
<th>What report can I find that in?</th>
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</table>
| I want to see the list of RFFS Claims have been paid for a specific service month. | **No report for this at this time.** | CM Provider | You can find your RFFS Claims paid for a specific service month by searching manually. Go to:  
- **CM/PA TCM Billing ➔ RFFS Claims ➔ View RFFS Claims**  
Enter the search criteria you wish to bring back a list of paid claims, use:  
- **Effective date** = first date of service month  
- **End date** = last date of service month  
- **Status = Approved** (or other status you wish; leave as “select” to get all statuses).  
- **Max Displayed = All**  
- Click **FIND**  
- When your results list returns, click on the Export Option (such as Excel) to export your results to a format you can use and save. |

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<tr>
<td>I want to see how much I was paid for RFFS Claims in</td>
<td><strong>RFFS Payment Detail</strong></td>
<td>Contractor</td>
<td>No easy way to find this information quickly, which is why we built the report.</td>
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</tr>
<tr>
<td>I want to see how much I was paid for RFFS Claims in a payment cycle, in a simple summary format.</td>
<td><strong>RFFS Provider Payment Summary</strong></td>
<td>Contractor</td>
<td>No easy way to find this information quickly, which is why we built the report.</td>
</tr>
<tr>
<td>I want to know if I have suspended RFFS Claims or Encounters and why they may be suspended.</td>
<td><strong>Suspended Claim</strong> &lt;br&gt; <strong>FYI:</strong> You will need to know your CM (SE48) Provider number to run this report. &lt;br&gt; ➔ See the user guide “How to Access the Suspended Claim Report” from the eXPRS HELP menu for more information.</td>
<td>CM Provider</td>
<td>You can also find your suspended RFFS Claims or Encounters by searching manually. Go to: &lt;br&gt; • <strong>CM/PA TCM Billing ➔ RFFS Claims ➔ View RFFS Claims</strong>&lt;br&gt; OR &lt;br&gt; • <strong>CM/PA TCM Billing ➔ Encounters ➔ View Encounters</strong> &lt;br&gt; Enter the search criteria you wish to bring back a list of RFFS claims or encounters. &lt;br&gt; o <strong>Effective Date</strong> = First day of the time period you wish to search for. &lt;br&gt; o <strong>End Date</strong> = the last day of time period you wish to search for. &lt;br&gt; o <strong>Status</strong> = Suspended</td>
</tr>
</tbody>
</table>
### What information do I want?

**I want to see my SE 148 client enrollment.**

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<tbody>
<tr>
<td><em>CM/PA Enrollment</em></td>
<td>CM Provider or Contractor</td>
<td>You can find your SE 148 Enrollment by going to:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <em>Prior Authorization</em> ➔ <em>Client Prior Auth</em> ➔ <em>Find CPA</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Search by:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Status = Accepted</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Service Element = 148(PATCM/All)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Effective Date = start date you wish</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- End date = end date you wish, if any</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Click <em>FIND</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>You will get a list of active SE 148 CPAs for the date range you entered. This is your SE 148 “enrollment” for that time period.</td>
</tr>
</tbody>
</table>

### What information do I want?

**I want to see a list of encounters that are valid for a period of time (a month).**

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<tbody>
<tr>
<td><em>CM/PA Provider Financial Statement</em></td>
<td>CM Provider or Contractor</td>
<td>You can also find your encounters by searching manually. Go to:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• <em>Encounters</em> ➔ <em>View Encounters</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Enter the search criteria you wish to bring back a list of</td>
</tr>
</tbody>
</table>
encounters. To match the data on the CM/PA Financial Provider Statement (PFS), use:

- **Effective Date** = First day of the month you wish to search for.
- **End Date** = the last day of that same month.
- **Status** = Approved

- Click **FIND**

You should get similar data as you would if you pulled the **CM/PA PFS** rpt for the same month.

However, the **CM/PA PFS** report only shows encounters that have gone through the SFMA process. Searching encounters as described above will give you all encounters that fit the search criteria, even if they have NOT gone through the SFMA process yet.

→ See the user guide “**How to Review Encounters**” from the HELP menu for more information.

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<tr>
<td>I want to see what clients have a SE48 CPA that authorizes my Brokerage.</td>
<td><strong>Brokerage Authorization Report</strong></td>
<td>CM Provider or Contractor</td>
<td>None, you will need to run the report to see this, as it lists the SE48 from the CDDP in addition to the SE 148 CPA from your Brokerage.</td>
</tr>
</tbody>
</table>
Other reports available to Brokerages and their descriptions:

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Role I need to be in to access it.</th>
<th>Report Description</th>
</tr>
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<tbody>
<tr>
<td>Remittance Advice Monthly</td>
<td>CM Provider or Contractor</td>
<td>This is a monthly summary report of all SFMA payments made to a provider in that month. The report is only available in an Excel spreadsheet format.</td>
</tr>
<tr>
<td>Remittance Advice</td>
<td>CM Provider or Contractor</td>
<td>This is the payment report for each payment that is issued from eXPRS. It is essentially the “check stub” for the payment. It lists the specific details for that payment, including specific claims that were processed and paid in that payment, followed by summary pages. A final, grand total summary page will be at the end of the report.</td>
</tr>
<tr>
<td>Payment Detail</td>
<td>Contractor</td>
<td>This is a summary report for providers which shows payment information: the amounts claimed/billed, amounts of provider or client liability that reduced payments, and the net (actual) payment the provider received. In the HTML view, you can click on the blue hyperlink “PLA details” or “claim details” to view specific PLA or Claim details.</td>
</tr>
</tbody>
</table>

Other report options that may appear on your menu, but do not apply to Brokerage services. You may disregard these:

- Client Enrollment
- Client Liability
- CPA Unclaimed Balance
- Outstanding Provider Liability