DD Foster Care Provider eXPRS Overview Ancillary Services Billing

DHS Office of Developmental Disabilities Services
Nov 2017
Billing in eXPRS

- Providers should bill only for authorized services, after the service has been provided.
  - Prospective or billing for dates in the future in eXPRS is not allowed.
- Providers have 1 year from the date of services to submit billings or claims for payment in eXPRS.
  - Only billings/claims in approved status will be processed for payment.
- FC providers should work with the authorizing CDDP to resolve issues for billings/claims that may be suspended.
Login to eXPRS

- Enter your Login Name user ID & password in the corresponding spaces, and then click **Submit** to login.
Search for Authorizations

- To bill for other **Ancillary Services**, first search for those service authorizations.

- Ancillary Service authorizations are part of the individual’s Plan of Care.

- From the left-hand menu, click on the menu options shown here to search.
Search for Authorizations

- The easiest way to search for authorizations is to use a date range for the service dates to be billed.
- Enter those dates to be billed in the **Effective & End Date** fields.
- Click **FIND** to search.
Search for Authorizations

- The authorizations that are ready to be billed will show in a results list, grouped by individual.
Service Authorization Details

- To view the authorization details, click on the blue **SPA ID #**, at the far left of the authorization.

- This will open the authorization to view the detailed information.

<table>
<thead>
<tr>
<th>SPA#</th>
<th>Proc Code</th>
<th>Units</th>
<th>Unit</th>
<th>Frequency</th>
<th>Begin</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 ****700</td>
<td><strong>FC - Adult FC services in SE158</strong></td>
<td>N/A</td>
<td>Months_ProratedMonth</td>
<td>10/1/2017 9/30/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 ****760R526</td>
<td><strong>Attendant Care, home or comm</strong></td>
<td>1000</td>
<td>Hours</td>
<td>Week</td>
<td>10/1/2017 9/30/2018</td>
<td></td>
</tr>
<tr>
<td>18 ****58  OR004</td>
<td><strong>Comm Transp, Mileage</strong></td>
<td>500</td>
<td>Miles Month</td>
<td>10/1/2017 9/30/2018</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Service Authorization Details

• In the View Service Prior Authorization page, you can see the details of the authorization, such as:

1. The service authorized.

2. The service dates the authorization covers.

3. The authorized rate for the service.
Billing for Services

- To bill for an Ancillary Service provided, click on the green dollar sign - $ - at the far right of the individual’s service authorization.

- For Ancillary Services, you will be creating a Service Delivered (SD) billing entry, instead of a claim.

<table>
<thead>
<tr>
<th>SPA#</th>
<th>Proc Code</th>
<th>Name</th>
<th>Service Location/PSW</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 ****70 ORAFC</td>
<td>Adult FC services in SE158</td>
<td>N/A</td>
<td>50 Months ProratedMonth</td>
</tr>
<tr>
<td>18 ****76 OR526</td>
<td>Attendant Care, home or community</td>
<td>300</td>
<td>Hours</td>
</tr>
<tr>
<td>18 ****58 OR004</td>
<td>Comm Transp, Mileage</td>
<td>500</td>
<td>Miles</td>
</tr>
</tbody>
</table>
 Billing for Services

- In the **Create SD by Service Authorization** page, enter the billing data for the service provided.

- For hourly services *(like 2:1 staff coverage)*, the billing data is the **Date** and the **Start & End Time** the service was provided.

- Click **SAVE ALL** to save the billing data and continue to the next entry.
Billing for Services

- Continue to add SD billing entries for additional dates/times the service was provided, as needed.

- Remember to click **SAVE ALL** after each, to save the billing data to a **draft** SD billing entry.

- Once in **draft**, the SD billings will be saved until you submit them. You can submit now or at a later time.
Billing for Services

- To submit **draft** SD billings, check the left-hand box(es) next to each billing entry.

- Click **SUBMIT** to submit the billings for payment processing.

- The system will process the SD billings and prepare them for claims.
Billing for Services

- Other types of Ancillary Services require different billing data.

- For **Mileage Transportation**, the SD billing data required is the **Date** and the **Total Miles** billed for that individual for that day.

- Click **SAVE ALL** to save the mileage billing data and continue to the next entry.
Billing for Services

- The saved mileage SD billings will show as **draft** until they are submitted.
Billing for Services

- To submit **draft** Mileage SD billing entries for payment processing, check the left-hand box next to each billing entry.

- Then click **SUBMIT**.
Billing for Services

- Any SD entry in **pending** status must be reviewed & moved to **approved** by the CDDP before it can be placed in a claim for payment.
Find Service Billing Entries

- Once created, you can search to find your **Ancillary Services** SD billing entries.

- This is useful to track the billings’ progress through the SD review & claims process.

- From the left-hand menu, click on the menu options shown here to search.
Find Service Billing Entries

- The easiest way to search for your SD billings will be to use a **date range** for the SD billing dates you wish to find.

- You can also select a specific service **procedure code** from the dropdown menu shown here, to filter your results for a specific service.

- With the search criteria entered, click **FIND** to search.
Find Service Billing Entries

- The SD billing entries that match the search criteria will show in a results list.
- The status of the SD billing entries will be the far right of the results list.

<table>
<thead>
<tr>
<th>SPA ID</th>
<th>Auth Status</th>
<th>Client Prime</th>
<th>Provider</th>
<th>SE</th>
<th>Proc</th>
<th>Mod</th>
<th>Service Date</th>
<th>Rate</th>
<th>Amount</th>
<th>SD Status</th>
<th>Claim ICN</th>
</tr>
</thead>
<tbody>
<tr>
<td>18****58</td>
<td>Accepted</td>
<td>xyz000a</td>
<td>FC Provider</td>
<td>257</td>
<td>OR004</td>
<td>WD</td>
<td>1/4/2018</td>
<td>NA</td>
<td>$0.485</td>
<td>18****37</td>
<td>Approved</td>
</tr>
<tr>
<td>18****10</td>
<td>Accepted</td>
<td>xyz000a</td>
<td>FC Provider</td>
<td>257</td>
<td>OR526</td>
<td>ZE</td>
<td>1/5/2018</td>
<td>NA</td>
<td>$18.50</td>
<td>18****31</td>
<td>Approved</td>
</tr>
<tr>
<td>18****10</td>
<td>Accepted</td>
<td>xyz000a</td>
<td>FC Provider</td>
<td>257</td>
<td>OR526</td>
<td>ZE</td>
<td>1/15/2018</td>
<td>NA</td>
<td>$18.50</td>
<td>18****32</td>
<td>Pending</td>
</tr>
<tr>
<td>18****10</td>
<td>Accepted</td>
<td>xyz000a</td>
<td>FC Provider</td>
<td>257</td>
<td>OR526</td>
<td>ZE</td>
<td>1/25/2018</td>
<td>NA</td>
<td>$18.50</td>
<td>18****33</td>
<td>Draft</td>
</tr>
</tbody>
</table>
More Information

FC Providers are encouraged to view the additional training videos available on how to use the eXPRS system.

Video trainings available cover:

- Overview of eXPRS for FC Providers
- How to login & site navigation
- How to find claims & use payment reports
Thank you for watching this presentation!