DD Foster Care Provider eXPRS Overview Authorizations & 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 FC services, you must first find the FC service authorizations (SPAs) for the individuals living in your FC home.

- FC service authorizations will be part of the individual’s eXPRS Plan of Care (POC).

- Click on the left-hand menu options shown here to find those FC authorizations.
Search for Authorizations

- To search, it is easiest to search by a **date range** for the services dates you need to bill.

- Enter those dates in the **Effective & End Date** fields, and then click **FIND** to search.
Search for Authorizations

- Authorizations are ready to be billed against, will show in the results list, grouped by individual.

- If you provide other services in addition to FC services (such as for 2:1 staff), the authorizations for other services will show here as well.
Service Authorization Details

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

- This will open the authorization so you can view the detailed information.
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 FC services provided, click on the green dollar sign - $ - at the far right of the individual’s FC service authorization.

<table>
<thead>
<tr>
<th>SPA#</th>
<th>Proc Code</th>
<th>Service Description</th>
<th>Units</th>
<th>Unit</th>
<th>Frequency</th>
<th>Begin</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 ****70ORAFC</td>
<td>Adult FC services in SE158</td>
<td>NA; 30 Months_ProratedMonth</td>
<td></td>
<td></td>
<td></td>
<td>10/1/2017</td>
<td>9/30/2018</td>
</tr>
<tr>
<td>18 ****76OR526</td>
<td>Attendant Care, home or comm</td>
<td>NA; 30 Hours</td>
<td></td>
<td></td>
<td>Week</td>
<td>10/1/2017</td>
<td>9/30/2018</td>
</tr>
<tr>
<td>18 ****58 OR004</td>
<td>Comm Transp, Mileage</td>
<td>NA; 30 Miles Month</td>
<td></td>
<td></td>
<td></td>
<td>10/1/2017</td>
<td>9/30/2018</td>
</tr>
</tbody>
</table>

- This will take you to the FC service billing page.
Billing for Services

- Click **ADD** to add more date rows for billing for additional service dates, if needed.

### Enter Claim Service Dates

<table>
<thead>
<tr>
<th>PA Adj #</th>
<th>Client Name</th>
<th>SE</th>
<th>DHS Contract Num</th>
<th>Provider</th>
<th>Effective Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>18*****70</td>
<td>First name Last name</td>
<td>158</td>
<td>14*****7</td>
<td>22*****9</td>
<td>10/1/2017</td>
<td>9/30/2018</td>
</tr>
</tbody>
</table>

**Service Begin:** 1/1/2018

**Service End:** 1/11/2018

[Add] [Remove] [Continue]
Billing for Services

- With the next row of date fields added, enter any additional service dates to be billed in the corresponding date fields.
Billing for Services

- Dates of service billed can be for multiple dates, as shown below.

- This example also shows a gap in service dates billed for when the individual was absent from services (did not receive overnight care.)
Billing for Services

- With the dates of service entered, click **CONTINUE** to create draft claims for payment.
Billing for Services

- The **draft** claims will display when created.

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

### Claim Create Results

<table>
<thead>
<tr>
<th>PA Adj #</th>
<th>Status</th>
<th>SE</th>
<th>ICN</th>
<th>Service Begin</th>
<th>Service End</th>
<th>Claim Modifier Cd</th>
<th>Units</th>
<th>Billed Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>18****70</td>
<td>Draft</td>
<td>158</td>
<td>2017**********1001</td>
<td>1/1/2018</td>
<td>1/11/2018</td>
<td>REG</td>
<td>1.000</td>
<td>$2,005.92</td>
</tr>
<tr>
<td>18****70</td>
<td>Draft</td>
<td>158</td>
<td>2017**********2001</td>
<td>1/14/2018</td>
<td>1/31/2018</td>
<td>REG</td>
<td>1.000</td>
<td>$2,370.63</td>
</tr>
</tbody>
</table>

2 claims, about 1 minute to submit.
Billing for Services

- After the system processes the submitted claims, the claim results will display.
- Claims in **approved** status will be sent to DAS for payment at the end of that business day.

<table>
<thead>
<tr>
<th>Status</th>
<th>ICN</th>
<th>Service Begin</th>
<th>Service End</th>
<th>Claim Modifier Cd</th>
<th>Billed Amount</th>
<th>Pymt Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>2017******1001</td>
<td>1/1/2018</td>
<td>1/11/2018</td>
<td>REG</td>
<td>$2,005.92</td>
<td>$2,005.92</td>
</tr>
<tr>
<td>Approved</td>
<td>2017******2001</td>
<td>1/14/2018</td>
<td>1/31/2018</td>
<td>REG</td>
<td>$2,370.63</td>
<td>$2,370.63</td>
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</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!