How to Bill for OR004-Mileage Transportation Services in eXPRS Plan of Care

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Community Transportation services are allowed for an eligible individual via Oregon’s Medicaid State Plan – Community Option K (aka: K Plan). eXPRS utilizes a variety of service procedure codes to describe and authorize Community Transportation services. One of the Community Transportation service codes in eXPRS is OR004-Mileage. There are 2 service modifiers that are used with code OR004 to further define the mileage service.

- OR004-WD = mileage for transportation of the individual TO/FROM WORK.
- OR004-WE = mileage for transportation of the individual to access the general COMMUNITY (not work related).

Under these codes, the authorized provider can receive reimbursement for mileage transportation provided to an eligible individual of total miles per day driven for that individual. This assistance guide will outline how to bill for OR004-Mileage Transportation in eXPRS.

Important information on billing for OR004-Mileage:

- OR004-Mileage billing is done by listing the TOTAL miles driven for an individual on the day the individual was driven. It is ODDS’ expectation that providers bill for each day driven separately by date, and not bill once per month for the month’s total miles for an individual.

  **Example:**
  
  7/1/18 = 10 miles
  7/12/18 = 8 miles  **VS**  7/31/18 = 30 miles (total for month)
  7/24/18 = 12 miles

  ✔  ✗
• If an individual has multiple, separate trips in a single day, then the provider would sum the total miles from all trips on that day, and bill the summed total for that date for the individual.

  Example:
  ▪ On 7/1/18, the provider drove the individual in 3 separate trips:
    ✓ Trip 1 = 4 miles
    ✓ Trip 2 = 3 miles
    ✓ Trip 3 = 3 miles
  ▪ The provider would bill for 7/1/18 a total of 10 miles for the individual (the sum of the 3 trips).

• There is no system pro-ration for OR004-Mileage for when multiple individuals are driven by the provider at the same time. Of the total miles driven on a date, the provider must first determine how many of the total miles is attributed to each individual driven, and then bill that adjusted sum total for each individual for the day.

  Example:
  ▪ On 7/24/18, the provider drove 2 individuals together a total of 24 miles.
  ▪ The provider would bill:
    o Individual 1 on 7/24/18 for 12 miles
    o Individual 2 on 7/24/18 for 12 miles
  ▪ Between the 2 individuals’ billings, the provider is reimbursed for the total 24 miles driven on 7/24/18.

• The ODDS In-Home Expenditure Guidelines pages 36-18, outline the service allowance parameters for Transportation services, including OR004-Mileage:

  ▪ Transportation services are those services “… that allow individuals to gain access to waiver services, community services, activities and resources that are not medical in nature.”
  ▪ They are “… provided in the area surrounding the home of the individual that is commonly used by people in the same area to obtain ordinary goods and services.”
  ▪ Reimbursement to providers for OR004-Mileage “…may only be applied when:
    o the individual is in the vehicle with the paid provider,
    o the vehicle is owned by or leased to the driver who is being paid for a simultaneous service (i.e. hourly attendant care, daily relief care).
    o a PSW providing transportation and being reimbursed for mileage must be paid an hourly wage as well.”
To bill for OR004-Mileage services provided:

1. Login to eXPRS. Some providers may have multiple options under Organization/Program Area to login under. If so, select the login option that will give you access to your OR004-Mileage authorizations.

2. From the left-hand menu, click on Plan of Care → Service Delivered → Create Service Delivered from Single Authorization to search for your OR004-Mileage authorizations to bill against.

   PSWs will simply click on Create Service Delivered from Single Authorization.

3. In the Create Service Delivered Entries from Single Service Authorization page, search for your OR004-Mileage authorizations using the Effective Date & End Date fields for the dates you provided OR004-Mileage. You can also
select **OR004-Mileage** from the **Procedure Code** dropdown to filter to just those service authorizations, if you wish. Click **FIND** to search for your active **OR004-Mileage** service authorizations to bill against.

4. From the search results list returned below the search criteria fields, click on the $ to the far right of the authorization you wish to bill against.

   ➔ **Pro-Tip**: right click on the green $ and select “Open in New Tab” or “Open in New Window”. This will preserve your authorization results list in a separate window to return to when you are finished billing for an individual.
5. In the **Service Delivered by Service Authorization** page, enter the **Date** and **Total Miles** driven information for the individual for a single date.

![Service Delivered By Service Authorization](image)

6. With the data entered, click **Save All** to save the information and display another blank row to add the next billing entry.

![Service Delivered By Service Authorization](image)
7. With the billing entry saved to **draft**, continue to enter additional dates driven for the individual and the total miles for each date. Click **Save All** after each billing entry to save it.

![Billing Entry Example]

8. Will all the billing entries needed entered & saved as **draft**, check the box(es) to the far left of each billing entry you wish to be reimbursed for, and then click **SUBMIT** to submit them for payment processing.

![Billing Entry Example]
9. Once processed through system validations, the OR004-Mileage billings will move out of a status of **draft**. If all validations clear, the billings will move to a status of **approved** or **pending**. If they are listed as **pending** (as shown below), that means they require the authorizing CDDP or Brokerage to review them first, before releasing them for payment processing.

![Billing Submission Example](image)

10. With your billing submissions completed, you can close the tab or window you were working in and return to the results list. Repeat steps #4 - #9 to bill OR004-Mileage for other individuals, as needed.

11. If when submitted there are SD billing entries for OR004-Mileage that do not move to a status of **approved** or **pending**, providers can use the **Service Delivered Problem Solving Matrix**, available on the **eXPRS Help Menu**, to assist in troubleshooting.