How to Submit Multiple CPAs as a Batch

eXPRS has been updated to allow for the submission of multiple CPAs in a batch at one time. This feature will be most useful during biennial roll over processes when CPAs are created and rolled over to the new contract period in mass. Being able to submit multiple CPAs at one time will save a great deal of time for those reviewing and submitting numerous CPAs.

Submitting multiple CPAs is only allowable for CPAs in **draft** or **pending** status.

The user must have the **CPA Manager** or **State CPA Approver** role to submit multiple CPAs.

**To submit multiple CPAs as a batch:**

1. Log in to eXPRS.

2. From the **yellow** left-hand navigation menu, select **PRIOR AUTH → CLIENT PRIOR AUTH → MASS PROCESS CPAs**. This will take you to the Submit Client Prior Authorizations search page.
3. Once in the **Submit Client Prior Authorization** page, enter the criteria you need to get the CPAs you need to submit. The more search criteria you enter, the narrower the search results will return.

   - **DHS Contract Num** = the appropriate contract number for the date range/biennium you need. **This is required information** – (\*).

   You can also include additional search information.

   **For example:**
   - To search for CPAs by monthly date range increments, enter dates in the **Effective Date** and the **End Date** windows.
   - To search for CPAs by specific individual, enter their **Client Prime** number.
   - To search for CPAs by a specific service type, select the service from the **Service Element** drop down menu.

4. With the search criteria information entered, click **FIND**. You should now have a list of CPAs available for submission.
5. Now that you have your list of CPAs to submit, you can click in the far left box next to the CPA(s) you wish to submit. Or click the box “ALL” at the top of the far left column to select all the CPAs in the list.

6. Click **SUBMIT**.
7. You will get a confirmation page showing the results of your action. If the CPA(s) you clicked did not successfully submit, there will be information in the NOTES column at the far right.

**BUT ... you do not have to wait.** You have several options. You can log out and check on your CPAs submitted at a later time, you can click **Edit Criteria** to change the criteria entered to submit additional CPAs if you have them, or click **Home** at the top of the page to perform other work in eXPRS.

- You may wish to review a **CPA Problem Solving Matrix** from the eXPRS Help menu for assistance in resolving the issue preventing the CPA from successfully submitting.