How to Submit Multiple SE48 or SE148 RFFS Claims as a Batch

eXPRS has a feature that will enable a user with the **CM/PA Encounter Manager** role to submit a group of **draft** or **suspended** RFFS claims as a batch, instead of individually (one-by-one). To use this function, the RFFS claim must already be created and saved as a **draft**, or previously submitted but has **suspended** for some reason.

**To submit a group of draft or suspended RFFS claims follow the below steps:**

1. Login to eXPRS. You must have the provider role of **CM Encounter Manager** or **PA Encounter Manager** and logged in as the CM Provider to do this work.

2. From the yellow left-hand navigation menu, click on **CM/PA TCM BILLING ➔ RFFS CLAIMS ➔ SUBMIT RFFS CLAIMS**.

This will take you to the **Submit RFFS claims** page.
3. Once in the **Submit RFFS Claims** page, enter as much information in the search criteria fields to bring back a list of **draft** and/or **suspended** RFFS claims. This example is searching for **suspended** claims.

4. With the results list returned, review the list, and then click the box in the far left-hand column next to the RFFS claim(s) you wish to submit. You can click more than one box, or the “**All**” box at the top of the column to select all.
5. With the boxes checked for the RFFS claims you wish to submit, scroll down to the bottom of the page and click **Submit**.

![](image)

**TIP:** Click **Submit** only once. Depending on the number of RFFS claims in the list, the submit process may take some time. There will be an informational message at the bottom of the screen giving you an approximate on how long the process will take. **You do not have to wait** for the submit process to finish. You can return to the eXPRS Home page and do other work in eXPRS, or log out, and then check the status of your RFFS claims submitted at a later time.

6. If you do wait for the process to complete, when it is finished you should get a confirmation page with the list of RFFS claims you just submitted and their new status.

![Confirmation Page]

How to Submit MULTIPLE RFFS claims (v3; 6-24-13)
**REMEMBER:** RFFS Claims will have the status of *suspended* until they are put through the payment processing cycle. Those claims that are paid in the processing cycle will change their status to *approved*. Unpaid claims will retain the status of suspended, until it is paid in the future. Some unpaid claims submitted may retain a suspended status indefinitely, as the payment cap is exhausted by other paid claims.

7. To open the claim and view the details, click on the blue hyperlink **Client Name** of an RFFS claim.