

How to Find Your Service Location Provider Record eXPRS ID Number – Agency Providers

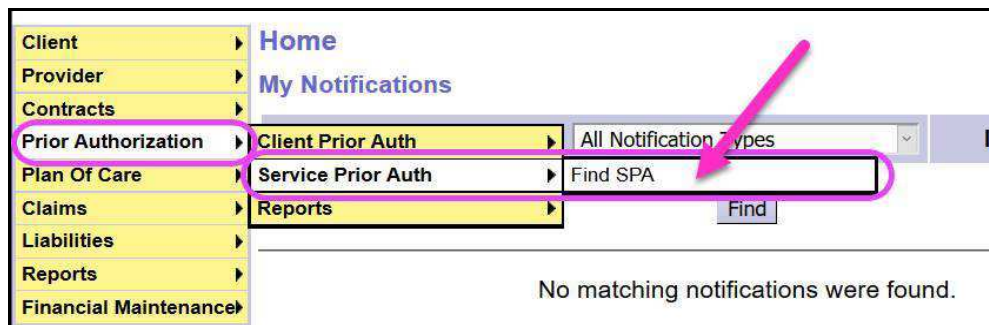
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For the use of the Agency SD Import Process, Agency Providers will need to know the eXPRS ID number for the authorized Service Location provider record for their Agency. Agency Providers may have multiple Service Location provider records for the variety of services they are endorsed or certified to provide. Each client Service Prior Authorization (SPA) uses a Service Location record ID, and each SPA may use a different provider record ID, depending on the service authorized.

To find the eXPRS ID for your authorized Service Location provider record, you can do a Service Prior Authorization (SPA) search in eXPRS.

To find your Service Location eXPRS ID numbers in eXPRS:

1. Log in to eXPRS.
2. From the left-hand menu, click on **Prior Authorization** → **Service Prior Auth** → **Find SPA**.



3. In the Find Service Prior Authorization page, search using the criteria:
 - Status = **Accepted** (these are your auths that are active & can be billed against)
 - Effective Date = the **first service date you need**; such as the first of the service month.
 - End Date = last **service date you need**; such as the end of the year
 - Click **FIND** to get your list of authorizations

Find Service Prior Authorization

Enter one or more search criteria. Only exact matches are supported. Results returned are limited to 20,000 rows.

Note: If criteria entered results in more than 20,000 rows, data returned will be truncated. You may need to narrow your search criteria to return a smaller dataset.

SPA ID:

Service Location/PSW SPD Provider ID:

Rendering/Agency eXPRS Provider ID:

Pay To Provider ID:

Client Prime:

Status:

Service Element:

Procedure Code:

Svc Modifier Cd:

DHS Contract Num:

Effective Date:

End Date:

Review Required: Yes No Either

Max Displayed:

Exact: Yes No

Exact: Yes No

- From the search results, the Service Location ID number for each SPA will show in the column identified as **Service Location ID**. This is the information you will need for each SPA that you generate SD billings for in a **.CSV** file to import/upload to eXPRS.

Export options: [CSV](#) | [Excel](#) | [PDF](#) | [RTF](#)

SPA ID	Client Prime	Client Name	Service Element	Proc Code	Svc Modifier Cd	Units	DHS Contract Num	Effective Date	End Date	Rendering Provider	Pay To Provider	Service Location ID	Service Location	Rate	Amount	Review Required	Status
36****00			149	OR526	NA	10.00	157869	4/1/2020	3/31/2021	Agency Provider Name	Agency Provider Name	1*****9	Agency Provider SES4 - County	\$28.37	\$3,404.40	No	Accepted
34****75			49	OR526	NA	101.00	157839	1/1/2020	12/31/2020	Agency Provider Name	Agency Provider Name	2*****8	Agency Provider SE51 - County	\$28.37	\$34,384.44	No	Accepted
32****83			49	OR526	NA	83.00	157839	10/1/2019	9/30/2020	Agency Provider Name	Agency Provider Name	3*****7	Agency Provider CLS - Statewide	\$28.37	\$28,256.52	No	Accepted

- You can even export the results list so you can use the data offline, if you'd like. Simply click on the export file option you'd like to use.

Find Reset

Export options:  CSV |  Excel |  PDF |  RTF

Effective Date	End Date	Rendering Provider	Pay To Provider	Service Location ID	Service Location	Rate	Amount	Review Required	Status
4/1/2020	3/31/2021	Agency Provider Name	Agency Provider Name	1*****9	Agency Provider SE54 - County	\$28.37	\$3,404.40	No	Accepted
1/1/2020	12/31/2020	Agency Provider Name	Agency Provider Name	2*****8	Agency Provider SE51 -	\$28.37	\$34,384.44	No	Accepted