

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

(8/7/2018)

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

7/24/18 = 12 miles

VS 7/31/18 = 30 miles (total for month)



- 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:
 - Individual 1 on 7/24/18 for 12 miles
 - 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:*
 - *the individual is in the vehicle with the paid provider,*
 - *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).*
 - *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.

Login

Login Name:

Password:

[Forgot your password?](#)

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.

Client ▶ Home

Provider ▶ My Notifications

Contracts ▶

Prior Authorization ▶ Filtered By Type All Notification Types

Plan Of Care ▶ Service Delivered ▶ View Service Delivered Entries

Claims ▶

Liabilities ▶

Reports ▶

Create Service Delivered Entries from Single Service Authorization

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

Find SPA

View Service Delivered Entries

Create Service Delivered Entries from Single Service Authorization

Find Claims

Enter Travel Time

View Travel Time

Home

My Credentials

SPD ID	Primary Specialty	CHC Expires	PEA Expires
	84-803	3/31/2019	3/31/2019

My Notifications

Filtered By Type All Notification Types

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.

Create Service Delivered Entries from Single Service Authorization

How to use this page:

- Date range defaults to current month, but can be changed as needed.
- Use the below fields to select, enter or modify the search criteria as needed, then click Find to get a list of authorizations to bill against. The more criteria used, the more specific or narrow the results returned.
- If no results are found, use less criteria and search again.
- If still no results are found, authorizations returned are not in "accepted" status or are incorrect, please contact the CDDP or Brokerage who authorizes the services for your customers. They are responsible for entering and maintaining the authorizations.

For more instructions on entering Service Deliveries, please download and use this assistance guide: [How to Create Service Delivered Entries by PSW/IC-PSW Provider.](#)

Please consult your Service Agreements for specific authorized UNIT amount details.

Client Prime:

Service Location/PSW SPD Provider ID: 

DHS Contract Num:

Service Element:

Procedure Code: **OR004 - Comm Transp, Mileage** 

Svc Modifier Cd:

Effective Date: **7/1/2018**  

End Date: **8/31/2018** 

Exact: Yes No

Exact: Yes No

 Find  Print

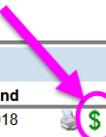
4. From the search results list returned below the search criteria fields, click on the **\$** to the far right of the authorization you wish to bill against.

→ **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.

Effective Date:  Exact: Yes No

End Date:  Exact: Yes No



Name		Service Location/PSW				
Client Last, First - xyz0000a		Provider Name - 7*****6				
SPA#	Proc Code	Modifier	Rate	Begin	End	
17*****7	OR004 - Comm Transp, Mileage	WE - Community	\$0.48	9/1/2017	8/31/2018	 

- 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

Update an existing or add a new Date Time Entry Line

IMPORTANT: The Service Prior Authorization(s) (SPAs) shown below list the services you are authorized to provide to the individual(s) you work with, for the listed date range. Specific service limits (eg: the number of hours per week, number of miles per month, etc.) should be included in your Service Agreements(s) with your employer(s) for the individual(s) you are authorized to serve. Please consult your Service Agreements for specific authorized UNIT amount details. Service Delivered(SD) time entries should only be made for the actual dates and times worked providing the authorized service.

Provider: Provider Name - 7*****6 **Dates:** 9/1/2017 - 8/31/2018
Client Name: Client Name **Client Prime:** xyz0000a
CM Organization: CDDP/Brokerage Name
Service: /OR004 - Comm Transp, Mileage/WE - Community
Rate: \$0.48 **Review Req:** Yes

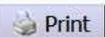
 Print

Select	Date	Total Miles	Total Amount	Status
<input type="checkbox"/>			0.0	Draft

For items checked above

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

Provider: Provider Name - 7*****6 **Dates:** 9/1/2017 - 8/31/2018
Client Name: Client Name **Client Prime:** xyz0000a
CM Organization: CDDP/Brokerage Name
Service: /OR004 - Comm Transp, Mileage/WE - Community
Rate: \$0.48 **Review Req:** Yes

 Print

Select	Date	Total Miles	Total Amount	Status
<input type="checkbox"/>	7/1/2018	10	0.0	Draft

For items checked above

- 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.

Provider: Provider Name - 7*****6 **Dates:** 9/1/2017 - 8/31/2018
Client Name: Client Name **Client Prime:** xyz0000a
CM Organization: CDDP/Brokerage Name
Service: /OR004 - Comm Transp, Mileage/WE - Community
Rate: \$0.48 **Review Req:** Yes

Select	Date	Total Miles	Total Amount	Status
<input type="checkbox"/>	7/1/2018	10.0	\$4.85	Draft
<input type="checkbox"/>		10.0	\$4.85	Draft
				<input type="button" value="Save All"/>
				<input type="button" value="Cancel Changes"/>

For items checked above

- 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.

Provider: Provider Name - 7*****6 **Dates:** 9/1/2017 - 8/31/2018
Client Name: Client Name **Client Prime:** xyz0000a
CM Organization: CDDP/Brokerage Name
Service: /OR004 - Comm Transp, Mileage/WE - Community
Rate: \$0.48 **Review Req:** Yes

Select	Date	Total Miles	Total Amount	Status
<input checked="" type="checkbox"/>	7/1/2018	10.0	\$4.85	Draft
<input checked="" type="checkbox"/>	7/12/2018	8.0	\$3.88	Draft
<input checked="" type="checkbox"/>	7/24/2018	12.0	\$5.82	Draft
<input type="checkbox"/>				Draft
				<input type="button" value="Save All"/>
				<input type="button" value="Cancel Changes"/>

For items checked above

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.

Provider: Provider Name - 7*****6	Dates: 9/1/2017 - 8/31/2018
Client Name: Client Name	Client Prime: xyz0000a
CM Organization: CDDP/Brokerage Name	
Service: /OR004 - Comm Transp. Mileage/WE - Community	
Rate: \$0.48	

Review Req: Yes

Select	Date	Total Miles	Total Amount	Status
<input type="checkbox"/>	7/1/2018	10.0	\$4.85	Pending
<input type="checkbox"/>	7/12/2018	8.0	\$3.88	Pending
<input type="checkbox"/>	7/24/2018	12.0	\$5.82	Pending
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>		Draft
			30.0	\$14.55

For items checked above

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.