

## How to Bill for OR005-Mileage Transportation Services for DD Agency Transportation Providers

(Agency & Foster Care providers)

(5/10/2022)

In support of the ODDS Compass & Rate Restructuring projects, eXPRS has implemented a new Mileage Transportation code to be used by DD Agency Transportation providers. This new code is **OR005/WD – Agency Mileage – To/From Work**.

Beginning 7/1/2022, this new code will be used for DD Agency Transportation providers to authorize mileage reimbursement to transport individuals To & From their work location.

### Important information on billing for OR005-Agency Mileage:

- **OR005-Agency 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 to not bill once per month for the month's total miles for an individual.

**Example:**

7/1/2022 = 12.7 miles

7/21/2022 = 8 miles

7/29/2022 = 10.3 miles

**VS**

7/31/2022 = 31 miles total



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

**Example:**

- On 7/1/2022, the provider drove the individual in 3 separate trips:
  - ✓ Trip 1 = 5.3 miles
  - ✓ Trip 2 = 3.0 miles
  - ✓ Trip 3 = 4.4 miles
- The provider would bill for 7/1/2022 a total of 12.7 miles for the individual (the sum of the 3 trips).

- There is no system pro-ration for **OR005-Agency Mileage** for when multiple individuals are driven by the provider at the same time. The ODDS Policy team will provide tools and guidance for DD Agency Transportation providers on how to calculate the total miles per individual when multiple individuals are transported together.
- The [ODDS In-Home Expenditure Guidelines](#) outline the service allowance parameters for Transportation services, including **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 **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 OR005-Agency Mileage services provided:**

1. Log in to eXPRS.

2. From the left-hand menu click on **Plan of Care** → **Service Delivered** → **Create Service Delivered from Single Authorization**.



- In the **Create Service Delivered Entries from Single Service Authorization** page, search for your **OR005-Agency Mileage** authorizations using the **Effective Date & End Date** fields for the dates you provided the service. You can also select **OR005-Agency Mileage** from the **Procedure Code** dropdown to filter to just those service authorizations if you wish.

The screenshot shows the 'Create Service Delivered Entries from Single Service Authorization' form. The form has several input fields: Client Prime, Service Location/PSW SPD Provider ID, Rendering/Agency eXPRS Provider ID, DHS Contract Num, Service Element, Procedure Code (set to 'OR005 - Agency Transp, Mileage'), Svc Modifier Cd, Effective Date (7/1/2022), and End Date (7/31/2022). There are two 'Exact' checkboxes, both set to 'No'. At the bottom, there are 'Find', 'Reset', and 'Print' buttons. A pink arrow points to the 'Find' button.

Then click **Find** to search for your active **OR005-Agency Mileage** service authorizations to bill against.

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

The screenshot shows the search results page. At the top, the search criteria are repeated: Procedure Code (OR005 - Agency Transp, Mileage), Svc Modifier Cd, Effective Date (7/1/2022), and End Date (7/31/2022). Below the search criteria are 'Find', 'Reset', and 'Print' buttons. The search results are displayed in a table with the following columns: SPA#, Proc Code, Modifier, Rate, Units, Unit, Frequency, Begin, and End. The first row of results is: SPA# [redacted], Proc Code OR005 - Agency Transp, Mileage, Modifier WD - To/From Work, Rate NA, Units 256.00, Unit Miles, Frequency Month, Begin 7/1/2022, End 10/31/2022. A pink arrow points to a dollar sign icon at the end of the first row.

SPA#	Proc Code	Modifier	Rate	Units	Unit	Frequency	Begin	End
[redacted]	OR005 - Agency Transp, Mileage	WD - To/From Work	NA	256.00	Miles	Month	7/1/2022	10/31/2022

- 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**

<b>Provider:</b>		<b>Dates:</b>	7/1/2022 - 10/31/2022
<b>Client Name:</b>		<b>Client Prime:</b>	
<b>CM Organization:</b>	Case Management Provider		
<b>Service:</b>	SE257/OR005 - Agency Transp, Mileage/WD - To/From Work		
<b>Rate:</b>	NA	<b>Review Req:</b>	No
<b>Units:</b>	256.0 Miles per Month	<b>SPA ID:</b>	

Print

Select	Date	Total Miles	Total Amount	Status
<input type="checkbox"/>			0.0	Draft
<input type="checkbox"/>			\$0.00	Save All
				Cancel Changes

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. 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.

**Service Delivered By Service Authorization**

<b>Provider:</b>		<b>Dates:</b>	7/1/2022 - 10/31/2022
<b>Client Name:</b>		<b>Client Prime:</b>	
<b>CM Organization:</b>	Case Management Provider		
<b>Service:</b>	SE257/OR005 - Agency Transp, Mileage/WD - To/From Work		
<b>Rate:</b>	NA	<b>Review Req:</b>	No
<b>Units:</b>	256.0 Miles per Month	<b>SPA ID:</b>	

Print

Select	Date	Total Miles	Total Amount	Status
<input type="checkbox"/>			0.0	Draft
<input type="checkbox"/>	7/1/2022	12.7	\$0.00	Save All
				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.

**Service Delivered By Service Authorization**

**Provider:** [Redacted] **Dates:** 7/1/2022 - 10/31/2022  
**Client Name:** [Redacted] **Client Prime:** [Redacted]  
**CM Organization:** Case Management Provider  
**Service:** SE257/OR005 - Agency Transp, Mileage/WD - To/From Work  
**Rate:** NA **Review Req:** No  
**Units:** 256.0 Miles per Month **SPA ID:** [Redacted]

Print

Select	Date	Total Miles	Total Amount	Status
<input checked="" type="checkbox"/>	07/01/2022	12.7	\$6.16	Draft
<input checked="" type="checkbox"/>	07/21/2022	8.0	\$3.88	Draft
<input checked="" type="checkbox"/>	07/29/2022	10.3	\$5.00	Draft
<input type="checkbox"/>				Draft
		31.0	\$15.04	

For items checked above

- Repeat steps #4 - #7 to bill **OR005-Agency Mileage** for other individuals, as needed.
- If when submitted there are SD billing entries for **OR005-Agency Mileage** that **do not** move to a status of **approved**, providers can use the [Service Delivered Problem Solving Matrix](#), available on the [eXPRS Help Menu](#), to assist in troubleshooting.