

供私人护理工作提供者使用的 eXPRS Mobile-EVV 如何在 eXPRS 桌面中修改或添加 电子访问验证轮班

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在从 eXPRS Mobile-EVV 创建私人护理工作者的**草稿** SD 计费条目之后, 私人护理工作可在 eXPRS 桌面中查看这些**草稿**条目。如果 eXPRS Mobile-EVV 创建的 SD 计费条目需要修改或更改, 例如更新**开始或结束**时间, 则私人护理工作提供者可以进行这些更改, 然后从下拉菜单中选择进行更改的原因。

当电子访问验证服务需要手动输入 SD 计费条目时, 私人护理工作提供者也可以使用 eXPRS 桌面创建这些条目, 并从下拉菜单中选择手动输入的原因。

重要信息: 在启动使用 eXPRS Mobile-EVV 后, 当使用 eXPRS 桌面进行 SD 计费条目工作时, 须谨记 3 件重要事项:

1. 非电子访问验证服务的当前计费流程并无任何变化, 如 OR004-里程和 OR401-岗位辅导。这些服务不需要使用电子访问验证, 因此有关计费并无改变。SD 计费条目将手动完成, 通常使用 eXPRS 桌面。
2. 对于就所有个人 / 服务在使用 eXPRS Mobile-EVV 时收到 **全局异常**的私人护理工作提供者而言, SD 计费条目将通常使用 eXPRS 桌面手动完成。对于就全局电子访问验证异常获得批准的私人护理工作提供者, 将不会启用原因下拉菜单。
3. 私人护理工作提供者仍须:
 - a. 使用 eXPRS 桌面以提交他们想要获得付款的所有 SD 计费条目, 及
 - b. 打印工时表并获得雇主的签名, 及
 - c. 在工资单处理到期日向 CME 发送已签名的工时表。私人护理工作提供者的工资单和工时表流程并无更改。

如何修改草拟电子访问验证 SD 计费条目：

1. 从计算机或笔记本电脑登录到 eXPRS 桌面。

Login

Login Name: pswuser

Password: ●●●●●●●●

Submit

2. 从左侧菜单中，单击 Create Service Delivered Entries from Single Service Authorization (从单个服务授权创建已交付的服务条目)，以搜索您可以计费的激活服务授权。

Oregon Department of Human Services
Express Payment & Reporting System (eXPRS)

Home My Account Change Password Help Customer Service Log Out

Logged in as pswuser - All my Organizations and Program Areas

My Credentials

SPD ID	Specialty	CHC Expires	PEA Expires	Approved to Work Expires
7****6	84-803	8/31/2019	6/30/2019	6/30/2019

My Notifications


Filtered By Type All Notification Types Include Removed

Find

3. 现在搜索您可以计费的激活授权。任何从 eXPRS Mobile-EVV 创建的 SD 计费条目将根据其授权保存。

- 最简单的搜索方法是使用日期范围来搜索您在 Effective Date (有效日期) 和 End Date (结束日期) 字段中工作 (或将工作) 的日期。
- 输入工作日期后, 单击 FIND (查找) 进行搜索。

Create Service Delivered Entries from Single Service Authorization

Client Prime:	<input type="text"/>
Service Location/PSW SPD Provider ID:	<input type="text"/> 
DHS Contract Num:	<input type="text"/>
Service Element:	<input type="text"/> 
Procedure Code:	<input type="text"/> 
Svc Modifier Cd:	<input type="text"/> 
Effective Date:	<input type="text" value="3/1/2019"/> 
End Date:	<input type="text" value="3/31/2019"/> 

Exact: Yes No

Exact: Yes No



4. 将显示包含私人护理工作输入的工作日期的激活授权列表。

Svc Modifier Cd: [dropdown]

Effective Date: 3/1/2019 [calendar icon] Exact: Yes No

End Date: 3/31/2019 [calendar icon] Exact: Yes No

Find Reset Print

Name		Service Location/PSW				
Dactyl, Terry - prime #		pswuser - 7****6				
SPA#	Proc Code	Modifier	Rate	Begin	End	
21*****01	OR004 - Comm Transp, Mileage	WE - Community	\$0.48	4/1/2018	3/31/2019	
21*****02	OR507 - Relief Care, Daily	NA - Not Applicable	\$204.00	4/1/2018	3/25/2019	
21*****03	OR526 - Attendant Care, home or comm	NA - Not Applicable	\$14.65	4/1/2018	3/25/2019	

5. 从结果列表中，单击绿色的\$ 获得您需要更正计费的电子访问验服务授权以将其开启。这将把您带向 [Service Delivered by Service Authorization \(通过服务授权交付的服务\)](#) 页面 —— 该授权所用的常规 SD 计费条目页面。任何电子访问验证从 eXPRS Mobile-EVV 生成的 SD 计费将为您保存在此处。

Svc Modifier Cd: [dropdown]

Effective Date: 3/1/2019 [calendar icon] Exact: Yes No

End Date: 3/31/2019 [calendar icon] Exact: Yes No

Find Reset Print

Name		Service Location/PSW				
Dactyl, Terry - prime #		pswuser - 7****6				
SPA#	Proc Code	Modifier	Rate	Begin	End	
21*****01	OR004 - Comm Transp, Mileage	WE - Community	\$0.48	4/1/2018	3/31/2019	
21*****02	OR507 - Relief Care, Daily	NA - Not Applicable	\$204.00	4/1/2018	3/25/2019	
21*****03	OR526 - Attendant Care, home or comm	NA - Not Applicable	\$14.65	4/1/2018	3/25/2019	

6. 在 **Service Delivered by Service Authorization (服务授权交付的服务)** 页面中，您将看到所有手动或 eXPRS Mobile-EVV 创建的 SD 计费条目。直到您如以往一样提交以获得付款前，SD 计费条目将保持 draft (草稿) 状态。

对于 eXPRS Mobile-EVV 生成的 SD 计费条目而言，日期将被锁定；您无法进行修改。

Service Delivered By Service Authorization
 Update an existing or add a new Date Time Entry Line

Provider: pswuser - 7****6 Dates: 6/1/2018 - 4/28/2019
 Client Name: TERRY DACTYL Client Prime: prime #
 CM Organization: CDDP or Brokerage Name
 Service: SE49/OR526 - Attendant Care, home or comm/NA - Not Applicable

EVV saved SD billings. The DATE cannot be changed.

Status = DRAFT means you can make changes, if needed.

Select	Date	Start Time (HH:MM AM/PM)	End Time (HH:MM AM/PM)	Total Service Billed Time	Units	Group	Status	Start Time Change Reason	End Time Change Reason
<input type="checkbox"/>	3/13/2019	12:00 AM	2:45 PM	14:45		<input checked="" type="checkbox"/>	Draft	Reason	Reason
<input type="checkbox"/>	3/14/2019	12:52 PM	4:00 PM	3:08		<input checked="" type="checkbox"/>	Draft	Reason	No internet service to
<input type="checkbox"/>	3/25/2019	9:11 AM				<input checked="" type="checkbox"/>	Draft	Reason	Reason
<input type="checkbox"/>						<input type="checkbox"/>	Draft	Reason	
				25:53					

Cancel Changes

For items checked above

Save All

7. 如果需要对电子访问验证 SD 计费条目进行修改或更改，只要 SD 计费条目的状态仍是 draft (草稿) 您就可以进行修改或更改。

- **首先:** 检查您是否有任何草稿电子访问验证 SD 计费条目 **仍然处于开启和运行状态** ——这意味着它们 **没有** 列出 **结束时间** (如下所示)。如果您这样做了，在可以更改任何其他草稿 SD 计费或添加新计费 **之前**，您将需要添加 **End Time (结束时间)** 并单击 **Save All (全部保存)** 以关闭该 SD 计费。

Service Delivered By Service Authorization

Update an existing or add a new Date Time Entry Line

Provider: pswuser - 7****6 **Dates:** 6/1/2018 - 4/28/2019
Client Name: TERRY DACTYL **Client Prime:** prime #
CM Organization: CDDP or Brokerage N
Service: SE49/OR526 - Atten
Rate: \$14.65

A Blank **END TIME** means the shift is still open & running.
 Add an **End Time** & click **Save All** **BEFORE** you make changes to any of the SD billings.

Select	Date	Start Time (HH:MM AM/PM)	End Time (HH:MM AM/PM)	Total Service Billing Time	Units	Group	Status	Change Reason	End Time Change Reason
<input type="checkbox"/>	3/13/2019	12:00 AM	2:45 PM	14:05		<input checked="" type="checkbox"/>	Draft	Reason	Reason
<input type="checkbox"/>	3/14/2019	12:52 PM	4:00 PM	3:08		<input checked="" type="checkbox"/>	Draft	Reason	No internet service to
<input type="checkbox"/>	3/25/2019	9:11 AM				<input checked="" type="checkbox"/>	Draft	Reason	Reason
<input type="checkbox"/>						<input type="checkbox"/>	Draft	Reason	

25:53

Cancel Changes

For items checked above

- **第二：**您现在可以对其他**草稿** SD 计费条目进行任何必要的更改。

例如：该私人护理工作于 2019 年 3 月 13 日修改 / 更改了**草稿** SD 计费的**开始时间**，从上午 12:00 改为下午 12:15，原因是对于 eXPRS Mobile-EVV 中的服务而言，私人护理工作者上班时间太早。

- 私人护理工作者于此处修改了**开始时间**，
- 从下拉菜单中选择合适的 **Start Time Change Reason**（**开始时间更改原因**），然后
- 单击 **Save All**（**全部保存**）以保存修改。

Service: SE49/OR526 - Attendant care, home or comm/NA - Not Applicable
 Rate: \$14.65
 Review Req: Yes
 Print

Select	Date	Start Time (HH:MM AM/PM)	End Time (HH:MM AM/PM)	Total Service Billed Time	Units	Group	Status	Start Time Change Reason	End Time Change Reason	
<input type="checkbox"/>	3/13/2019	12:15 PM	2:45 PM	14.45		<input checked="" type="checkbox"/>	Draft	Reason	Reason	
<input type="checkbox"/>	3/14/2019	12:52 PM	4:00 PM	3.08		<input checked="" type="checkbox"/>	Draft	Reason	Reason	
<input type="checkbox"/>	3/25/2019	9:11 AM	11:30 AM	2.19		<input checked="" type="checkbox"/>	Draft	Forgot to clock in at the beginning of shift	Reason	
<input type="checkbox"/>						<input type="checkbox"/>	Draft	Clocked in too early	Reason	
				25:53						

For items checked above **Save All**

Change Reason dropdown menu options:
 Reason
 Forgot to clock in at the beginning of shift
 Clocked in too early
 No Internet service to clock in
 Created Manually Due to Data Entry Error
 SPA not in place at time of service
 Service Delivered Prior to EVV Implementation
 Exception granted

8. 倘若不时需要手动更改 SD 计费条目，亦可使用 **Change Reason**（**更改原因**）下拉菜单。您仅需如往常一样手动输入**草稿** SD 计费条目信息，然后从 **Start Time Change Reason**（**开始时间更改原因**）下拉菜单中选择 **Reason**（**原因**）（如下一頁的示例所示）。

Service: SE49/OR526 - Attendant Care, home or comm/NA - Not Applicable

Review Req: Yes

Print

SD billing manually created + reason

Select	Date	Time (MM AM/PM)	Total Service Time	Billed Units	Group	Status	Start Time Change Reason	End Time Change Reason
<input type="checkbox"/>	3/13/2019	2:15 PM	2:45 PM	2:30	<input checked="" type="checkbox"/>	Draft	Clocked in too early	Reason
<input type="checkbox"/>	3/14/2019	2:52 PM	4:00 PM	3:08	<input checked="" type="checkbox"/>	Draft	Reason	No internet service to
<input type="checkbox"/>	3/25/2019	9:11 AM	11:30 AM	2:19	<input checked="" type="checkbox"/>	Draft	Reason	Reason
<input type="checkbox"/>	3/26/19	8:45 AM	9:15 AM		<input type="checkbox"/>	Draft	No Internet service to	

Cancel Changes

Save All

Start Time Change Reason

Reason

- Reason
- Forgot to clock in at the beginning of shift
- Clocked in too early
- No Internet service to clock in
- Created Manually Due to Data Entry Error
- SPA not in place at time of service
- Service Delivered Prior to EVV Implementation
- Exception granted

End Time Change Reason

Reason

- Reason
- Forgot to clock out at the end of shift
- No internet service to clock out
- Mistakenly clocked out
- Created Manually Due to Data Entry Error
- SPA not in place at time of service
- Service Delivered Prior to EVV Implementation
- Exception granted

9. 当您准备好将您的草稿 SD 计费条目进行处理以获得付款时，相关流程和过去一样。您选择您希望提交以获得付款的 SD 计费，然后单击 SUBMIT（提交）。

Service: SE49/OR526 - Attendant Care, home or comm/NA - Not Applicable
 Rate: \$14.65
 Review Req: Yes
 Print

Select	Date	Start Time (HH:MM AM/PM)	End Time (HH:MM AM/PM)	Total Service Time	Billed Units	Group	Status	Start Time Change Reason	End Time Change Reason
<input checked="" type="checkbox"/>	3/13/2019	12:15 PM	2:45 PM	2:30		<input checked="" type="checkbox"/>	Draft	Clocked in too early	Reason
<input checked="" type="checkbox"/>	3/14/2019	12:52 PM	4:00 PM	3:08		<input checked="" type="checkbox"/>	Draft	Reason	No internet service to
<input checked="" type="checkbox"/>	3/25/2019	9:11 AM	11:30 AM	2:19		<input checked="" type="checkbox"/>	Draft	Reason	Reason
<input checked="" type="checkbox"/>	3/26/2019	8:45 AM	9:15 AM	0:30		<input type="checkbox"/>	Draft	No Internet service to	
<input type="checkbox"/>						<input type="checkbox"/>	Draft	Reason	


8:27
 Cancel Changes
 For items checked above Submit Delete
 Save All

10. 提交之后，处于 pending（待处理）状态的 SD 计费即可打印于工时表上以供雇主签名，然后提交予授权 CME。

Service: SE49/OR526 - Attendant Care, home or comm/NA - Not Applicable

Rate: \$14.65

Review Req: Yes

 Print

Select	Date	Start Time (HH:MM AM/PM)	End Time (HH:MM AM/PM)	Total Service Time	Billed Units	Group	Status	Start Time Change Reason	End Time Change Reason
<input type="checkbox"/>	3/13/2019	12:15 PM	02:45 PM	2:30	2:30	Yes	Pending	Clocked in too early	
<input type="checkbox"/>	3/14/2019	12:52 PM	04:00 PM	3:08	3:08	Yes	Pending		No internet service to clock out
<input type="checkbox"/>	3/25/2019	09:11 AM	11:30 AM	2:19	2:19	Yes	Pending		
<input type="checkbox"/>	3/26/2019	08:45 AM	09:15 AM	0:30		No	Pending	No Internet service to clock in	
<input type="checkbox"/>						<input type="checkbox"/>	Draft	Reason	

8:27

Cancel Changes

Save All

For items checked above



eXPRS Plan of Care - Services Delivered Form

Customer Name: DACTYL, TERRY

Prime: prime #

Provider Name: PSW User

Provider Num: 7****6

CM Organization: CDDP or Brokerage Name

SC/PA Name: _____

Service: SE49/OR526 - Attendant Care, home or comm/NA - Not Applicable

Service Delivered On:

Date	Start/Time IN	End/Time OUT	Total Hours for Entry	Group? (yes/no)
3/13/2019	12:15 PM	02:45 PM	2:30	Yes
3/14/2019	12:52 PM	04:00 PM	3:08	Yes
3/25/2019	09:11 AM	11:30 AM	2:19	Yes
3/26/2019	08:45 AM	09:15 AM	0:30	No
			8:27	TOTAL HOURS