

How to Create & Submit **Service Delivered (SD)** Billing Entries for **Ancillary Services**

(Foster Care & Residential Providers)

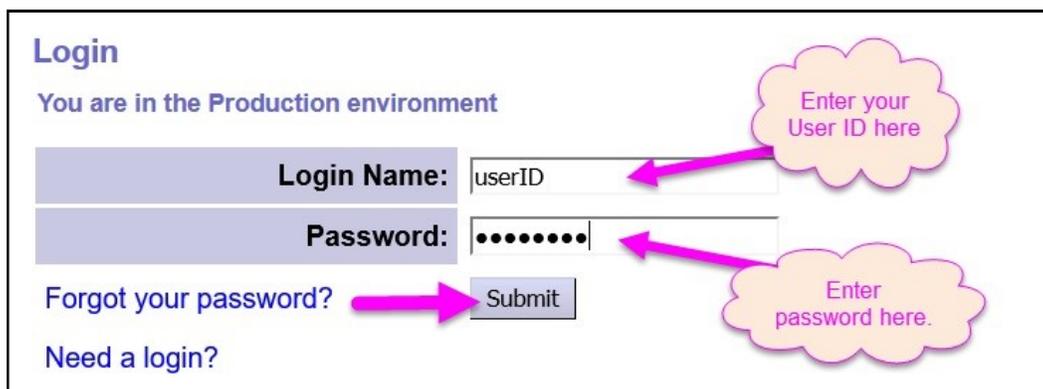
(updated 5/17/22)

For individuals with I/DD who are receiving other Ancillary Services to supplement their Residential or Foster Care services, those Ancillary services are authorized & billed using eXPRS Plan of Care processes.

The billing element for Ancillary services is called **SERVICE DELIVERED (SD)** billing entry. These **SERVICE DELIVERED (SD)** billing entries are the preliminary billing data components needed for POC claims processing. The SD billing data entries are added to the system by the authorized provider to document when and how much of the service was delivered to an individual. When submitted, the SD billing data is processed to be placed into claims for payment back to the provider.

To create/submit **Service Delivered** entries for Ancillary Services:

1. Log in to eXPRS. If you have more than one record associated to your eXPRS user account, select the applicable record for the service to be billed as the **Organization/Program Area**. Then click **SUBMIT** to login.



The screenshot shows the eXPRS login interface. At the top, it says "Login" and "You are in the Production environment". Below this are two input fields: "Login Name:" with the text "userID" and "Password:" with a masked password of ".....". A "Submit" button is located below the password field. There are two callout boxes with pink arrows pointing to the input fields: one pointing to the "Login Name" field with the text "Enter your User ID here" and another pointing to the "Password" field with the text "Enter password here." There are also links for "Forgot your password?" and "Need a login?" below the password field.

2. From your **Home** page, click on the left-hand, yellow navigation menu options **Plan of Care → Service Delivered → Create Service Delivered Entries from Single Service Authorization**.



- In the **Create Service Delivered from Single Service Authorization** search page, you will need to first search for your Ancillary Services authorizations that are active & ready to be billed. At least one piece of search criteria is required to successfully search. Using a service **date range** will likely be the easiest method to search.

Create Service Delivered Entries from Single Service Authorization

Client Prime:

Service Location/PSW SPD Provider ID:

Rendering/Agency eXPRS Provider ID:

DHS Contract Num:

Service Element:

Procedure Code:

Svc Modifier Cd:

Effective Date:

End Date:

Exact: Yes No

Exact: Yes No

Find Reset

Click **Find** to return your search results.

- Any active authorizations that meet the search criteria entered will return in a results list below, grouped by individual.

Name		Service Location/PSW					
SPA#	Proc Code	Modifier	Rate	Unit	Frequency	Begin	End
4	2ORAF - Adult FC services in SE158	NA - Not Applicable	8318.34	Per Month	4/1/2022	11/30/2022	
4	6OR526 - Attendant Care, home or comm	ZE - 2:1 staff authorized	15.21	Per Day	4/1/2022	11/30/2022	
4	0OR004 - Comm Transp, Mileage	WD - To/From Work	NA	Per Month	5/1/2022	11/30/2022	

6. To view the authorization details, click on the blue SPA# to the far left.

SPA#	Proc Code	Modifier	Rate	Units	Frequency	Begin	End
4	2OR AFC - Adult FC services in SE158	NA - Not Applicable	8318.34	1	1st Month	4/1/2022	11/30/2022
4	6OR526 - Attendant Care, home or comm	ZE - 2:1 staff authorized	15.21	4	Day	4/1/2022	11/30/2022
4	0OR004 - Comm Transp, Mileage	WD - To/From Work	NA	40	Month	5/1/2022	11/30/2022

7. With the **View Service Prior Authorization** page open, you can view the details of the authorization, including:

1. The service authorized,
2. The service dates the authorization covers,
3. The rate authorized for the service.

View Service Prior Authorization

Service Prior Authorization: 48679116 Status: Accepted

Client Prime: [blurred] **Client Name:** [blurred]

1 Service: SE257/OR526-Attendant Care, home or comm/ZE-2:1 staff authorized

Rendering Provider: [blurred]

Service Location: [blurred]

Pay To Provider: [blurred]

DHS Contract Num: [blurred] County

2 Effective Date: 4/1/2022 **End Date:** 11/30/2022

Units: 4.00 Hours per Day **3 Rate:** 15.21

Amount: \$11,944.96

8. To bill for services provided, start from the results list and click on the \$ icon to the far right of the service you wish to bill.

→ **PRO TIP:** right-click on the \$ icon to open the new page in a new tab or window. This will allow you to easily return to your original search results list.

SPA#	Proc Code	Modifier	Rate	Units	Frequency	Begin	End
4	2OR AFC - Adult FC services in SE158	NA - Not Applicable	8318.34	1	1st Month	4/1/2022	11/30/2022
4	6OR526 - Attendant Care, home or comm	ZE - 2:1 staff authorized	15.21	4	Day	4/1/2022	11/30/2022
4	0OR004 - Comm Transp, Mileage	WD - To/From Work	NA	40	Month	5/1/2022	11/30/2022

9. In the **Service Delivered by Service Authorization** page, you can now add the billing data information for when this service was provided. Click **Save All** after each entry to add a new row of blank fields for more data entry lines.

Some services may require different billing data:

- Hourly **Attendant Care** services will require a service **DATE** + the **START** and **END** time the service was provided.
- **Mileage** will require a service **DATE** + the **TOTAL MILES** being billed for the individual that date.

The data field will show with **RED text** if information is entered incorrectly. Corrected information will show as **BLACK text**.

Service Delivered By Service Authorization

Provider:		Dates:	4/1/2022 - 11/30/2022
Client Name:		Client Prime:	
CM Organization:	Case Management Provider		
Service:	SE257/OR526 - Attendant Care, home or comm/ZE - 2:1 staff authorized		
Rate:	\$15.21	Review Req:	No
Units:	4.00 Hours per Day	SPA ID:	

Select	Begin Date/Time	End Date/Time	Total Service Time	Status	
<input type="checkbox"/>	05/01/2022 02:00 PM PST	05/01/2022 06:00 PM PST	0:00	Draft	<input type="button" value="Save All"/>
					<input type="button" value="Cancel Changes"/>

For items checked above

10. With the **SERVICE DELIVERED** billing entry data entered, users can add a check to the left-hand box for the SD entries they wish to submit (or take other action). Or, users can simply close the page. The entries will be saved as **“draft”** and will be available to submit at a later time.

Organization: [blurred] Payment Pro

Service: SE257/OR526 - Attendant Care, home or comm/ZE - 2:1 staff authorized

Rate: \$15.21 **Review Req:** No

SPA ID: [blurred]

Print

Select	Begin Date/Time	End Date/Time	Total Service Time	Status
<input checked="" type="checkbox"/>	05/01/2022 02:00 PM PDT	05/01/2022 06:00 PM PDT	4:00	Draft
<input checked="" type="checkbox"/>	05/02/2022 02:00 PM PDT	05/02/2022 06:00 PM PDT	4:00	Draft
<input checked="" type="checkbox"/>	05/03/2022 02:00 PM PDT	05/03/2022 06:00 PM PDT	4:00	Draft
<input type="checkbox"/>				Draft
				12:00

For items checked above

Actions available:

- **Submit** = will submit the draft entries checked for payment processing.
- **Void** = will void the entries checked.
- **Delete** = will delete (remove completely from the system) the ***draft*** entries checked.

11. Users can now close the window/tab they were working in and return to the search results. From the results list, select another service to be billed by clicking the **\$** icon next to the service authorization line.
12. Repeat steps #8 – 10, to create new **SERVICE DELIVERED** billing entries for other individuals and/or services.
13. For SD billing entries that move to a status other than ***pending*** or ***approved***, providers can use the [Service Delivered Problem Solving Matrix](#) on the [eXPRS Help Menu](#) to assist in troubleshooting.