eXPRS
Express Payment & Reporting System

How to Access/Run the Payment Detail Report
(Agency Providers)

The **Payment Detail** report is available in eXPRS to assist Agency Providers track their payments received for claims processed for the services they delivered. This report will include payments made for traditional CPA services claims processed, as well as the aggregated claims processed for POC authorized services.

The report will show information for each SFMA payment process date that there were claims processed for the provider, and will show the payments:
 • By the authorizing contractor entity (County/CDDP or Brokerage)
 • The service element the service is authorized under
 • The total amount for the approved claims processed in the cycle
 • Any Provider Liability Accounts (PLA) amount recovered in that cycle
 • The net payment to the provider for that cycle for services authorized by the CM entity.

In addition, there will be hyperlinks to sub-reports for each payment cycle of the details of the claims processed in that cycle, and the details the claims used to recover any PLA in that cycle.

Please note that this report is a static report. It will show data as it existed at the time the payment cycle was processed. Approved/paid claims that were later voided will show as paid on this report when they were originally paid, because at the time they were processed, they were approved and paid. If a claim was later voided after it was paid, it will also show up later in the report as a voided claim whose PLA amount was recovered by a future approved/paid claim.
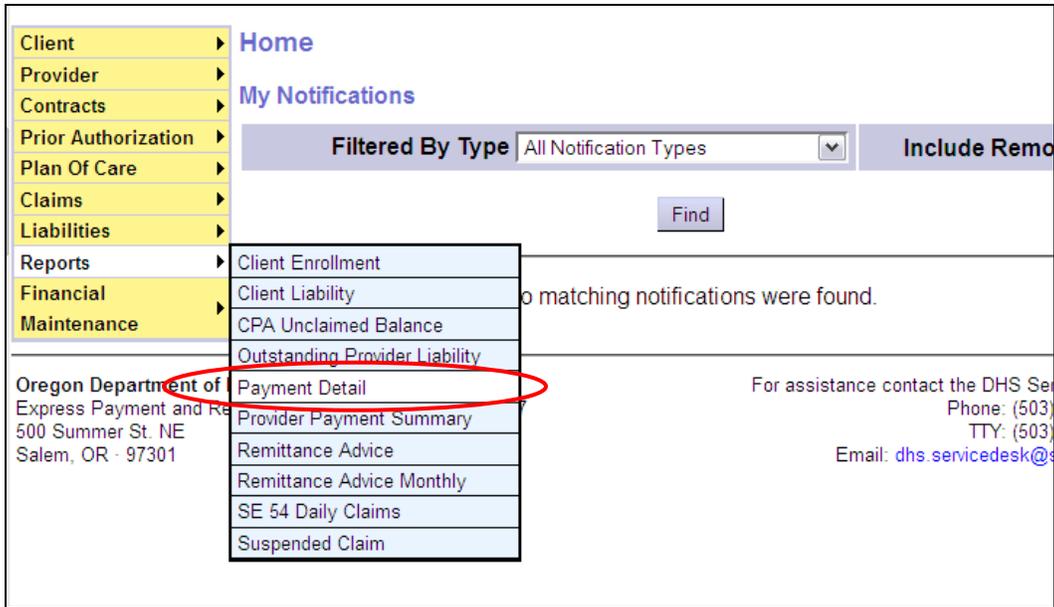
Users must have one or more of the following user roles to access this report:
 • **Provider Agency Claims Manager**
 • **Provider Agency Claims Coordinator**

To access & run the **Payment Detail** report:

1. Login to eXPRS.

2. From the left-hand, yellow navigational menu, click on *Reports* → *Payment Detail*.

3. You'll now be in the **Payment Detail Report Criteria** page. The date range (of the current biennium) will be the default setting, but users can change the date range if they wish. No additional search criteria are needed by Agency Provider users, but additional criteria may be added, if desired. Click **Submit** to run the report.
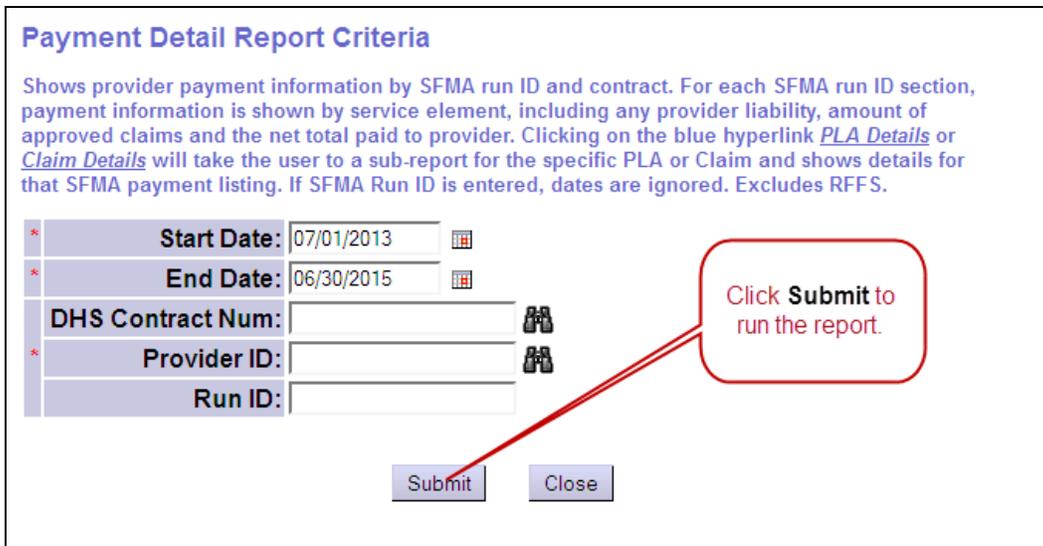
4. If data is available for the criteria entered, the report will return, displaying data by section for each CM authorizing contract (CDDP or Brokerage), and the most recent payment data for that contract at the top of their respective section.

5. The specific claims processed in each payment cycle paid can be viewed by clicking on the **Claims Detail** hyperlink on the report.

This will open the sub-report showing the claims information.

6. Any claims used to recover PLA amounts owing can be viewed by clicking on the **PLA Details** hyperlink from the main report.

This will open the sub-report showing the detail of claims used for PLA recovery.

The claim that was voided to create a PLA amount owed will be shown first, in **BOLD** text (circled in **red** in the example above).

The claim(s) used to recover the PLA amount created by the voided claim will show below the voided claim (circled in **green** in the example above).

7. The main report and sub-reports can be printed and/or exported to be saved as electronic files. Click on the icons at the top, left of the report to take these actions.