

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.

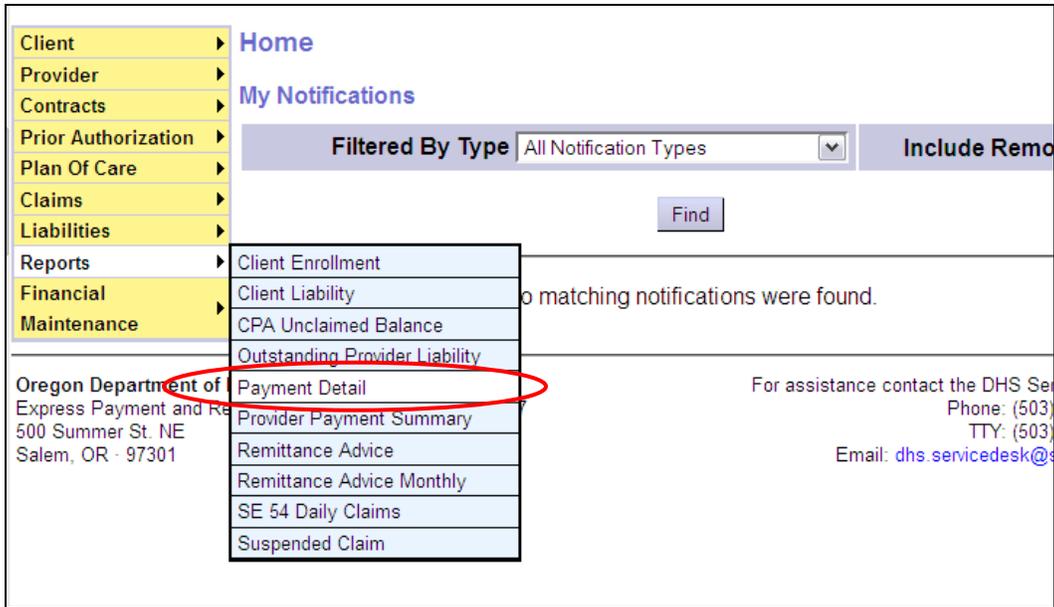
Users must have one or more of the following user roles to access this report:

- **Provider Agency Claims Manager**
- **Provider Agency Claims Coordinator**

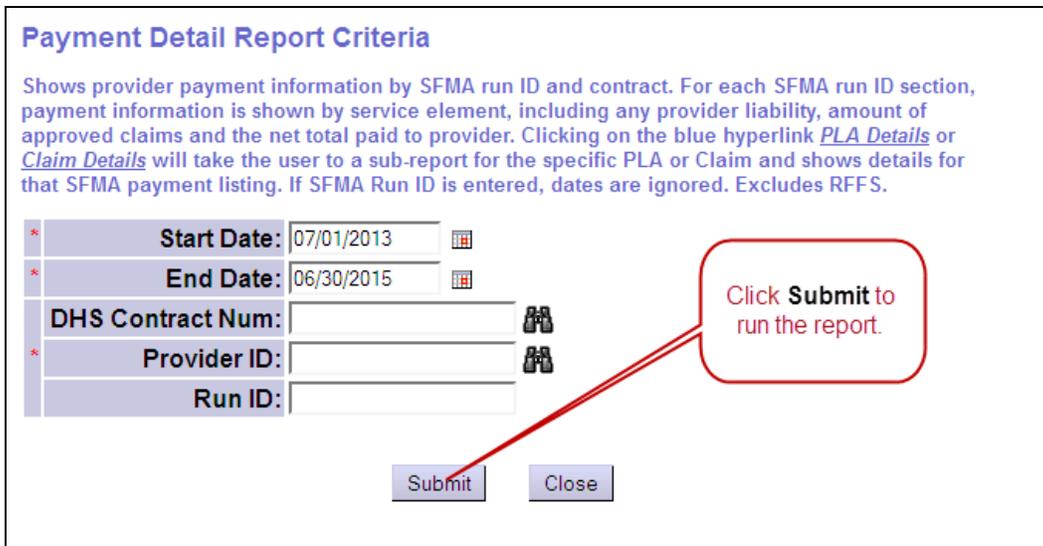
To access & run the **Payment Detail** report:

1. Login to eXPRS.

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



- 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.



- 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.

Payment Detail Summary
From 07/01/2014 to 06/30/2015

Contract: CDDP or Brokerage	Run ID	Agency Provider Name	Provider Liability	Approved Claims	Net Payment
Run ID: 126726235	12/18/2014	Agency Provider Name	54	\$0.00	\$705.02
Provider: #####			Provider Total:	\$0.00	\$705.02
			Run Total:	\$0.00	\$705.02
Run ID: 126664040	12/17/2014	Agency Provider Name	54	\$0.00	\$1,276.84
Provider: #####			Provider Total:	\$0.00	\$1,276.84

5. The specific claims processed in each payment cycle paid can be viewed by clicking on the [Claims Detail](#) hyperlink on the report.

SE

Run ID: 126363013	12/10/2014	Agency Provider Name	54
Provider: #####			Provider Total:
			Total:
Run ID: 126334903	12/9/2014	Agency Provider Name	54
Provider: #####			Provider Total:
			Total:
			Run Total:

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

Payment Detail
Claims Detail

Claim ICN	Claim Modifier	Prime	Name	Submit Date and Time	Service Dates	Units	Billed Amount	Priced Amount	Payment Amount	
2014	001	REG	xyz0000a	Client Last Name, First Name	12/10/2014 3:35 AM	12/05/2014 12/05/2014	2	\$25.98	\$25.98	\$25.98
2014	001	REG	xyz0000a	Client Last Name, First Name	12/10/2014 3:35 AM	12/05/2014 12/05/2014	2	\$42.68	\$42.67	\$42.67
2014	001	REG	xyz0000a	Client Last Name, First Name	12/10/2014 3:56 AM	12/05/2014 12/05/2014	4	\$36.36	\$36.36	\$36.36
2014	001	REG	xyz0000a	Client Last Name, First Name	12/10/2014 3:56 AM	12/05/2014 12/05/2014	1	\$15.62	\$15.62	\$15.62

- Any claims used to recover PLA amounts owing can be viewed by clicking on the [PLA Details](#) hyperlink from the main report.

Run ID: 126363013	12/10/2014	SE
Provider: #####	Agency Provider Name	
	PLA Detail Claims Detail	54
Run ID: 1263		Provider Total:
Provider:		Run Total:
		54
		Provider Total:
		Run Total:

Click here to view the details of the claims used to recover PLA amounts owing.

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

Oregon Department of Human Services Express Payment & Reporting System (eXPRS)									
Payment Detail PLA Detail									
Contract: CDDP or Brokerage Name					Run ID: 126426776				
Provider: ##### Agency Provider Name					SE: 54				
Account ID	Reverse Eff. Date	Claim ICN	Effective Date	End Date	E	Original PLA Amount	Payment Amount	Adjusted Amount	
Reverse:	12 3 10/17/2014	2014 abc999a	001	09/01/2014 LAST, First	09/05/2014	54	\$675.00		
Offset:		2014 xyz0000a	001	12/08/2014 LAST, First	12/08/2014	54	\$59.42	\$59.42	\$-59.42
Offset:		2014 xyz0000a	001	12/08/2014 LAST, First	12/08/2014	54	\$42.76	\$42.76	\$-42.76
Offset:		2014 xyz0000a	001	12/08/2014 LAST, First	12/08/2014	54	\$101.34	\$101.34	\$-101.34
Offset:		2014 xyz0000a	101	12/08/2014 LAST, First	12/08/2014	54	\$101.34	\$101.34	\$-101.34
Offset:		2014:	001	12/08/2014	12/08/2014	54	\$10.69	\$10.69	\$-10.69

The voided claim that created the PLA amount owing.

The other claim(s) used to recover the PLA amount from the voided claim above.

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).

- 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.

