

## How to Submit Multiple Claims as a Batch

eXPRS has a feature that will enable a user with the Claims Manager role to submit a group of ***draft*** or ***suspended*** claims as a batch, instead of individually (one-by-one). To use this function, the claims must already be created and saved as a ***draft***, or previously submitted but have ***suspended*** for some reason.

As a provider of services managed and paid via eXPRS, it is your responsibility to submit claims on a regular and timely basis in order for you to receive payment for the services you are authorized to provide for clients in your program. Fee-for-service (FFS) claims are the claims providers submit to be paid for services they have rendered. ***There are Medicaid timeline restrictions for submitting claims. Providers have 12 months (365 days) from the date of service to submit an initial claim for payment of services provided.***

All FFS claims are processed when submitted, and approved claims are sent to Dept. of Administrative Services for payment around 5:30 p.m. each business day. Any claims that suspend will be reprocessed every night automatically, until the reason for suspending the claim has been resolved.

### To submit a group of ***draft*** or ***suspended*** claims, follow the below steps:

1. Login to eXPRS. You must have the provider role of Claims Manager to do this work.
2. From the **yellow** left-hand navigation menu, click on **CLAIMS → SUBMIT CLAIMS**. This will take you to the **Submit Claims** page.



- In the **Submit Claims** page, enter as much information in the search criteria windows to bring back a list of **draft** and/or **suspended** claims.

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

Home My Account Change Password Help Log Out

Express Payment & Reporting System Logged in as - All my Organizations and Program Areas

**Submit Claims**

Enter one or more search criteria. Partial matches sensitive. Criteria are cumulative. Results returned ICN only. Search is not case sensitive.

Note: If criteria entered results in more than 20,000 rows, data returned will be truncated. You may need to narrow your search criteria to return a smaller dataset.

Claim ICN:  Status:

Service Element:

Svc Modifier Cd:  Claim Modifier Cd:

DHS Contract Num:  Client Prime:

Provider ID:

Service Location:

Effective Date:  End Date:

Exact:  Yes  No Exact:  Yes  No

Created From:  Created To:

Submitted From:  Submitted To:

Claim Type:  Suspense Location:

Exception Code:  Created By:

PA Adj #:  Max Displayed: All

Find Reset

Click **FIND** to get your list of claims.

- Review the results list. Click the box in the far left-hand column next to the claim(s) you wish to submit. You can click more than one box, or the **All** box at the top of the column.

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

Home My Account Change Password Help Log Out  
Logged in as - All my Organizations and Program Areas

Express Payment & Reporting System

Client ▶ **Submit Claims**  
 Provider ▶  
 Contracts ▶  
 Prior Authorization ▶  
 Claims ▶  
 Liabilities ▶  
 Reports ▶  
 Financial ▶  
 Maintenance ▶

Enter one or more search criteria. Partial matches are supported for Claim ICN only. Search is not case sensitive. Criteria are cumulative. Results returned are limited to 20,000 rows.  
 Note: If criteria entered results in more than 20,000 rows, data returned will be truncated. You may need to narrow your search criteria to return a smaller dataset.

Claim ICN: [ ] Status: [ Select... ]  
 Service Element: [ Select... ]  
 Svc Modifier Cd: [ Select... ] Claim Modifier Cd: [ Select... ]  
 DHS Contract Num: [ ] Client Prime: [ ]  
 Provider ID: [ ]  
 Service Location: [ ]  
 Effective Date: 7/1/2012 [ ] End Date: [ ]  
 Exact:  Yes  No Exact:  Yes  No  
 Created From: [ ] Created To: [ ]  
 Submitted From: [ ] Submitted To: [ ]  
 Claim Type: [ Select... ] Suspense Location: [ Select... ]  
 Exception Code: [ ] Created By: [ ]  
 PA Adj #: [ ] Max Displayed: All [ ]

Find Reset

Export options: CSV Excel PDF RTF

All	ICN	Client Name	Service Element	Provider	Effective Date	End Date	Amount	Status
<input type="checkbox"/>	20	01	54		3/11/2013	3/11/2013	\$86.99	Draft
<input checked="" type="checkbox"/>	20	001	54		3/12/2013	3/12/2013	\$86.99	Draft
<input checked="" type="checkbox"/>	20	01	54		3/13/2013	3/13/2013	\$86.99	Draft
<input checked="" type="checkbox"/>	20	001	54		3/14/2013	3/14/2013	\$86.99	Draft
<input type="checkbox"/>	20	01	54		3/15/2013	3/15/2013	\$86.99	Draft

Click here to select ALL claims in the list.

Click the box next to the claim(s) you wish to submit.

5. With the boxes checked for the claims you wish to submit, scroll down to the bottom of the page and click **SUBMIT**.

<input type="checkbox"/>	20	J1	54		3/14/2013	3/14/2013	\$111.44	Draft
<input type="checkbox"/>	20	J1	54		3/15/2013	3/15/2013	\$111.44	Draft
							<b>\$41,783.67</b>	

Click **SUBMIT** to submit the selected claims.

Submit

3 claims selected, about 1 minutes to submit.

6. If you wait, when the submit process is complete you will be taken to the **Claim Submit Results** confirmation page with the list of claims you just submitted and their new status.

**BUT ... you do not have to wait.** You have several options. You can log out and check on your encounters submitted at a later time, you can click **Edit Criteria** to change the criteria entered to submit additional claims, or click **Home** at the top of the page to perform other work in eXPRS.

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

Home My Account Change Password Help Log Out  
Logged in as - All my Organizations and Program Areas

**Claim Submit Results**

Your request completed successfully. The series of claims were submitted successfully

ICN	Client Name	Service Element	Provider	Effective Date	End Date	Amount	Status
<a href="#">20</a>	001	54		3/12/2013	3/12/2013	\$86.99	Denied
<a href="#">20</a>	11	54		3/13/2013	3/13/2013	\$86.99	Denied
20	001	54		3/14/2013	3/14/2013	\$86.99	Denied

Previous Close

Click the blue ICN number to open the claim and view the claim details.

7. Click on the **blue hyperlink** ICN number of a claim, if you wish to view the details of that claim.