How to Submit Multiple Encounters as a Batch

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

To submit a group of \textit{draft} or \textit{suspended} encounters follow the below steps:

1. Login to eXPRS. You must have the provider role of \textbf{Encounter Manager} to do this work.

2. From the \textbf{yellow} left-hand navigation menu, click on \textbf{CM/PA TCM BILLING $\rightarrow$ ENCOUNTERS $\rightarrow$ SUBMIT ENCOUNTERS}. This will take you to the \textbf{Submit Encounters} page.

3. In the \textbf{Submit Encounters} page, enter as much information in the search criteria windows to bring back a list of draft or suspended encounters. You must select one of the two status options: \textit{draft} or \textit{suspended}. With the criteria entered, click \textbf{FIND}.
4. Review the results list. Click the box in the far left-hand column next to the encounter(s) you wish to submit. You can click more than one box, or the “All” box at the top of the column.

With the boxes checked for the encounters you wish to submit, scroll down to the bottom of the page and click **Submit**.

**TIP:** Click **Submit** only once. Depending on the number of encounters in the list, the submit process may take some time. There will be an informational message at the bottom of the screen giving you an approximate on how long the process will take. You do not have to wait for the submit process to finish. You can return to the eXPRS Home page and do other work in eXPRS, or log out, and then check the status of your encounters submitted at a later time.
5. If you do wait for the process to complete, when it is finished you should get a confirmation **Encounters Submit Results** page with the list of encounters 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 encounters, or click **Home** at the top of the page to perform other work in eXPRS.
6. Click on the blue hyperlink Client Name of an encounter, if you wish to view the details of that encounter.