

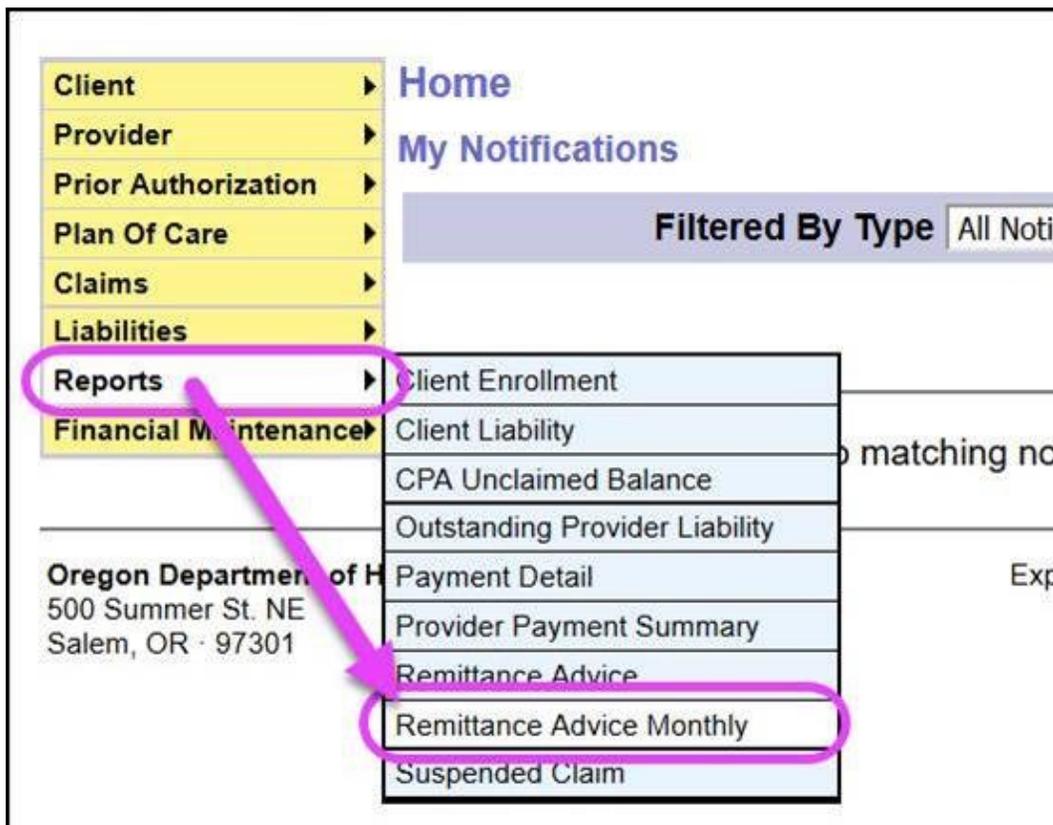
How to Run & Use the Remittance Advice Monthly Summary Report – Agency Providers

(5/6/2020)

The **Remittance Advice Monthly Summary** report is useful for Agency providers to see a summary of their eXPRS payments for a specific calendar month. This report returns as an Excel spreadsheet that can be saved & then used offline to track payments for services provided.

To Run & Use the Remittance Advice Monthly report:

1. Login to eXPRS.
2. From the left-hand menu, click on **Reports** → **Remittance Advice Monthly**.



3. In the search page that opens, select the **Month** you wish to view payments for (eXPRS will default to the current month), then click **FIND**. For you as an Agency, you likely won't need to use any other search criteria.

Remittance Advice Monthly Report Criteria

Report is pulled by specific month only. For the criteria selected, will generate a monthly summary report of all SFMA payments made in that month in an Excel spreadsheet format.

Month: April 2020

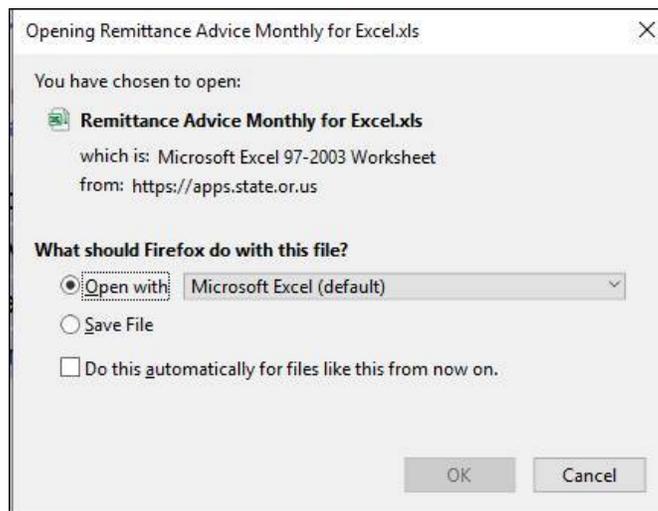
DHS Contract Num:

Provider ID:

Service Element: All

Submit Close

4. eXPRS will show you a pop up to open or save the file as an Excel document.



5. Once you've opened the Excel document, there are a few quick sort/filter things to do, to easily see your information.

- Sort the list by the **Run ID**. This will give you a chronological history of payments for the month.

| Run Date | Run Id | ICN | Replaces | Prime | Client Last Name |
|----------------------|-----------|-------------|----------|-------|------------------|
| 4/1/2020 6:01:32 PM | 360094804 | 2019*****01 | | | Last A |
| 4/1/2020 7:25:54 PM | 360119819 | 2019*****02 | | | Last A |
| 4/1/2020 7:25:54 PM | 360119819 | 2019*****03 | | | Last A |
| 4/1/2020 7:25:54 PM | 360119819 | 2019*****04 | | | Last A |
| 4/8/2020 5:31:06 PM | 360872843 | 2019*****05 | | | Last A |
| 4/8/2020 5:31:06 PM | 360872843 | 2019*****06 | | | Last A |
| 4/8/2020 5:31:06 PM | 360872843 | 2019*****07 | | | Last A |
| 4/8/2020 5:31:06 PM | 360872843 | 2019*****08 | | | Last A |
| 4/8/2020 5:31:06 PM | 360872843 | 2019*****09 | xxx0000x | | Last A |
| 4/8/2020 5:31:06 PM | 360872843 | 2019*****10 | xxx0000x | | Last A |
| 4/14/2020 5:31:04 PM | 362713243 | 2019*****11 | xxx0000x | | Last A |
| 4/14/2020 5:31:04 PM | 362713243 | 2019*****12 | xxx0000x | | Last A |
| 4/14/2020 5:31:04 PM | 362713243 | 2019*****13 | xxx0000x | | Last A |
| 4/14/2020 5:31:04 PM | 362713243 | 2019*****14 | xxx0000x | | Last B |
| 4/14/2020 5:31:04 PM | 362713243 | 2019*****15 | xxx0000x | | Last B |
| 4/15/2020 5:31:16 PM | 362926770 | 2019*****16 | xxx0000x | | Last B |
| 4/17/2020 5:31:06 PM | 363523023 | 2019*****17 | xxx0000x | | Last B |
| 4/17/2020 5:31:06 PM | 363523023 | 2019*****18 | xxx0000x | | Last B |
| 4/17/2020 5:31:06 PM | 363523023 | 2019*****19 | xxx0000x | | Last B |

- With the list sorted, separate the Run ID/Date blocks by adding a few blank rows in between them.

Remittance Advice Monthly
For date span 4/1/2020 - 4/30/2020

| Run Date | Run Id | ICN | Procedure Code | Service Modifier | Claim Modifier | Billed Units | Billed Amount | Offset Amount | Payment Amount | Service Element |
|---------------------|-----------|-------------|----------------|------------------|----------------|--------------|---------------|---------------|----------------|-----------------|
| 4/1/2020 6:01:32 PM | 360094804 | 2019*****02 | All | ZW | REG | 1 | \$26,041.00 | | \$26,041.00 | 57 |
| 4/1/2020 7:25:54 PM | 360119819 | 2019*****03 | All | ZU | REG | 1 | \$28,464.00 | | \$28,464.00 | 56 |
| 4/1/2020 7:25:54 PM | 360119819 | 2019*****03 | All | ZW | REG | 1 | \$26,041.00 | | \$26,041.00 | 56 |
| 4/1/2020 7:25:54 PM | 360119819 | 2019*****03 | All | ZW | REG | 1 | \$29,295.00 | | \$29,295.00 | 56 |
| 4/2/2020 5:31:02 PM | 360259879 | 2019*****04 | ORAGH | All | REG | 1 | \$10,649.27 | | \$10,649.27 | 50 |
| 4/2/2020 5:31:02 PM | 360259879 | 2019*****04 | ORAGH | All | REG | 1 | \$4,166.07 | | \$4,166.07 | 50 |
| 4/2/2020 5:31:02 PM | 360259879 | 2019*****04 | ORAGH | All | REG | 1 | \$239.00 | | \$4,273.07 | 50 |
| 4/2/2020 5:31:02 PM | 360259879 | 2019*****04 | ORAGH | All | REG | 1 | \$943.86 | | \$943.86 | 50 |
| 4/2/2020 5:31:02 PM | 360259879 | 2019*****04 | ORAGH | All | REG | 1 | \$943.86 | | \$943.86 | 50 |
| 4/2/2020 5:31:02 PM | 360259879 | 2019*****04 | ORAGH | All | REG | 1 | \$943.86 | | \$943.86 | 50 |
| 4/2/2020 5:31:02 PM | 360259879 | 2019*****04 | ORAGH | All | REG | 1 | \$12,762.78 | \$1,043.50 | \$11,719.28 | 50 |
| 4/2/2020 5:31:02 PM | 360259879 | 2019*****04 | ORSLV | All | REG | 1 | \$2,281.46 | | \$2,281.46 | 51 |
| 4/2/2020 5:31:02 PM | 360259879 | 2019*****04 | ORAGH | All | REG | 1 | \$4,876.61 | | \$4,876.61 | 50 |
| 4/2/2020 5:31:02 PM | 360259879 | 2019*****04 | ORAGH | All | REG | 1 | \$4,876.61 | | \$4,876.61 | 50 |

- With the date blocks separated, sum the **Payment Amount** column for each Run ID/Date block to see the total payment to you for that block of data.

Remittance Advice Monthly
For date span 4/1/2020 - 4/30/2020

| Run Date | Run Id | ICN | Procedure Code | Service Modifier | Claim Modifier | Billed Units | Billed Amount | Offset Amount | Payment Amount | Service Element |
|---------------------|-----------|-------------|----------------|------------------|----------------|--------------|---------------|---------------|----------------|-----------------|
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| 4/1/2020 7:25:54 PM | 360119819 | 2019*****03 | All | ZU | REG | 1 | \$28,464.00 | | \$28,464.00 | 56 |
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| 4/2/2020 5:31:02 PM | 360259879 | 2019*****04 | ORAGH | All | REG | 1 | \$10,649.27 | | \$10,649.27 | 50 |
| 4/2/2020 5:31:02 PM | 360259879 | 2019*****04 | ORAGH | All | REG | 1 | \$4,166.07 | | \$4,166.07 | 50 |
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| 4/2/2020 5:31:02 PM | 360259879 | 2019*****04 | ORAGH | All | REG | 1 | \$943.86 | | \$943.86 | 50 |
| 4/2/2020 5:31:02 PM | 360259879 | 2019*****04 | ORAGH | All | REG | 1 | \$943.86 | | \$943.86 | 50 |
| 4/2/2020 5:31:02 PM | 360259879 | 2019*****04 | ORAGH | All | REG | 1 | \$943.86 | | \$943.86 | 50 |
| 4/2/2020 5:31:02 PM | 360259879 | 2019*****04 | ORAGH | All | REG | 1 | \$12,762.78 | \$1,043.50 | \$11,719.28 | 50 |
| 4/2/2020 5:31:02 PM | 360259879 | 2019*****04 | ORSLV | All | REG | 1 | \$2,281.46 | | \$2,281.46 | 51 |
| 4/2/2020 5:31:02 PM | 360259879 | 2019*****04 | ORAGH | All | REG | 1 | \$4,876.61 | | \$4,876.61 | 50 |
| 4/2/2020 5:31:02 PM | 360259879 | 2019*****04 | ORAGH | All | REG | 1 | \$4,876.61 | | \$4,876.61 | 50 |

The deposit to your bank account will likely show as a few dates AFTER the date listed for the Run ID/Date block of data. This should hopefully show you the details Monthly for each deposit. If you have Run ID blocks that are very close in date (like consecutive days), your deposit may be as sum total of a couple of Run ID blocks on the spreadsheet.