

# Creating and Submitting Billings on Behalf of PSW Providers

PSW providers must enter the dates and times they provided services to individuals into eXPRS to generate claims for payment. For attendant care services, PSW providers should be using **eXPRS Mobile-EVV**.

However, some PSW providers may have an approved exception to using eXPRS or eXPRS Mobile-EVV. CME staff may need to enter service delivered billing entries for these PSW providers in eXPRS.

This guide provides instructions for CME staff who enter billings on behalf of PSW providers. CME staff doing this SD billing entry work will need the following roles:

- **POC Claims Manager**
- **POC Claims Manager/Override**

## Create and Submitting Billings on Behalf of a PSW:

1. Log in to eXPRS under the role that allows you to work in the Plan of Care. From the left menu, select **Plan of Care > Service Delivered > Create Service Delivered Entries from Single Service Authorization**.



2. Enter at least one search criteria and select **Find**. Search criteria are defined in **Appendix B**.

**Create Service Delivered Entries from Single Service Authorization**

<b>Client Prime:</b>	<input type="text"/>		To search for SPAs for a specific client, enter their Prime Number here.
<b>Service Location/PSW SPD Provider ID:</b>	<input type="text"/>		
<b>Rendering/Agency eXPRS Provider ID:</b>	<input type="text"/>		To search for SPAs for a specific PSW, enter their SPD ID number here.
<b>DHS Contract Num:</b>	<input type="text"/>		
<b>Service Element:</b>	<input type="text"/>		
<b>Procedure Code:</b>	<input type="text"/>		
<b>Svc Modifier Cd:</b>	<input type="text"/>		
<b>Effective Date:</b>	<input type="text" value="11/1/2020"/>		<b>Exact:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
<b>End Date:</b>	<input type="text" value="11/30/2020"/>		<b>Exact:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No

**Find**   **Reset**

**Pro Tip:** When creating and submitting billings for a PSW provider, it is easiest to search by the individual's **Client Prime** number or the PSW's **SPD provider ID** number.

3. From the results list, click the dollar sign (\$) icon next to the authorization you need to bill for.

<b>End Date:</b> <input type="text" value="11/30/2020"/>		<b>Exact:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Find</b> <b>Reset</b> <b>Print</b>		
<b>Name</b>	<b>Service Location/PSW</b>	
AEUXX, CZUDY		Provider 3, PSW
<b>SPA#</b>	<b>Proc Code</b>	<b>Modifier</b> <b>Rate</b> <b>Units</b> <b>Unit</b> <b>Frequency</b> <b>Begin</b> <b>End</b>
40****57	OR526 - Attendant Care, home or comm	NA - Not Applicable   \$15.77   100.00   Hours   Month   9/1/2020   12/31/2020
ZUCCUDFYFU, DQYCQF		Provider 3, PSW
<b>SPA#</b>	<b>Proc Code</b>	<b>Modifier</b> <b>Rate</b> <b>Units</b> <b>Unit</b> <b>Frequency</b> <b>Begin</b> <b>End</b>
40****36	OR004 - Comm Transp, Mileage	WE - Community   \$0.48   100.00   Miles   Month   11/1/2020   12/31/2020
40****41	OR526 - Attendant Care, home or comm	NA - Not Applicable   \$16.27   15.00   Hours   Week   11/1/2020   12/31/2020

- On the **Service Delivered by Service Authorization** page, add the **Begin Date/Time** and the **End Date/Time** the service was provided by the PSW to the individual, then select **Save All**

**Provider:** Provider 3, PSW - **Dates:** 9/1/2020 - 12/31/2020  
**Client Name:** EDEHA DZFSS **Client Prime:**  
**CM Organization:** Oregon County CM Provider  
**Service:** SE49/OR526 - Attendant Care, home or comm/NA - Not Applicable  
**Rate:** \$15.77 **Review Req:** Yes  
 Print

Select	Begin Date/Time	End Date/Time	Total Service Billed Time	Units	Group	Status
<input type="checkbox"/>	mm/dd/yyyy hh:mm:ss M PST		0:00		<input type="checkbox"/>	Draft

Save All  
 Cancel Changes  
 Void Submit Delete

Add the service **Begin Date/Time** and the service **End Date/Time** in the correct format, like shown.

**Note:** If billings are manually entered for services provided in a different time zone, once the billing is saved as a draft, the data will display in eXPRS **as the Pacific time zone equivalent** for the different time zone data entered.

- For example:** A billing that is entered with a begin date and time of **11/15/2020 10:00:00 AM MST** will display that information as **11/15/2020 9:00:00 AM PST** once it is saved.

- With the billing data entered, select the check in the left-hand box for the SD entries you wish to submit for the PSW, and then click **Submit**.

**Service:** SE49/OR526 - Attendant Care, home or comm/NA - Not Applicable  
**Rate:** \$15.77 **Review Req:** Yes  
 Print

Select	Begin Date/Time	End Date/Time	Total Service Billed Time	Units	Group	Status
<input checked="" type="checkbox"/>	11/12/2020 08:17:00 AM PST	11/12/2020 10:04:00 AM PST	1:47		<input type="checkbox"/>	Draft
<input type="checkbox"/>					<input type="checkbox"/>	Draft

Save All  
 Cancel Changes  
 For items checked above Void Submit Delete

6. Once the billings are submitted, the status will change showing the results of the submit action. Entries that are created and submitted by CME staff on behalf of providers will move to accepted status. The billings *will not pend* for CME review. That review occurred as part of the data entry on behalf of the PSW provider.

## Appendix A: Reminders about PSW Services

- The Date/Time data field will show with red text if information is incomplete or incorrect. Correct and complete information will show as black text.
- For Hourly services:
  - Service Delivered Billing Entries use exact time, to the minute times.
  - Billings with a 0 to 15-minute overlap with a different provider’s billings are allowed to facilitate transition time between providers.
  - Billings that overlap 16 minutes or more are not allowed; the billing will suspend as suspected duplicate services to the individual.
- For Mileage:
  - SD billings are to one-tenth of a mile (00.0).

SD billing entries submitted for payment processing for PSW providers will be processed by the system in 2 processing cycles each month for the corresponding PSW pay period:

Pay period	System claims processing date
<i>1st through 15th of the month</i>	About the 23 <sup>rd</sup> or 24 <sup>th</sup> of that month
<i>16th through the last day of the month</i>	About the 8 <sup>th</sup> or 10 <sup>th</sup> of the following month

Please refer to the payroll schedule released by ODDS’ FMAS payroll vendor for specific dates when PSW billing and timesheets must be submitted and CME timesheet/SD review must be completed for a PSW payroll period.

## Appendix B: Search Criteria

Create Service Delivered Entries from Single Service Authorization search criteria fields defined.

**Create Service Delivered Entries from Single Service Authorization**

<b>A</b> Client Prime:	<input type="text"/>	
Service Location/PSW SPD Provider ID:	<input type="text"/>	<b>B</b>
Rendering/Agency eXPRS Provider ID:	<input type="text"/>	<b>C</b>
<b>D</b> DHS Contract Num:	<input type="text"/>	
<b>E</b> Service Element:	<input type="text"/>	
<b>F</b> Procedure Code:	<input type="text"/>	
<b>G</b> Svc Modifier Cd:	<input type="text"/>	
<b>H</b> Effective Date:	<input type="text" value="11/1/2020"/>	
<b>I</b> End Date:	<input type="text" value="11/30/2020"/>	

**J** Exact:  Yes  No  
Exact:  Yes  No

- A. Client Prime:** the prime number for a specific individual receiving ODDS services.
- B. Service Location/PSW SPD Provider ID:** the SPD Provider ID number for the PSW authorized for the service to be billed.
- C. Rendering/Agency eXPRS Provider ID:** the eXPRS Provider ID number assigned to the Agency provider authorized for the service to be billed.
- D. DHS Contract Num:** the biennial contact number for the CME who authorized the POC services for the individual.
- E. Service Element:** the service category for the services authorized. You may select an option from the drop-down menu, if you wish. Some CME users may only have one option in this menu.
- F. Procedure Code:** the specific service procedure code assigned to the authorized service. You may select an option from the drop-down menu, if you wish.
- G. Svc Modifier Cd:** the service modifier code for the service authorized. You may select an option from the drop-down menu, if you wish. You may have no options in this menu, depending on what you selected in the Procedure Code dropdown.
- H. Effective Date:** the first service date being billed.
- I. End Date:** the last service date being billed.

**J.** Additional Date features:

- **“Exact: Yes”** means this date entered must exactly match the corresponding date of the service authorization to be billed.
- **“Exact: No”** means this date entered is part of/included in the date range of the service authorization to be billed.