

Accepting or Rejecting Pending Service Delivered Billing Entries

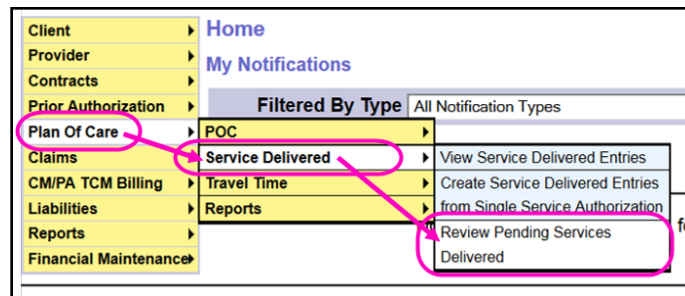
Some Service Delivered Billing Entries (SDs) submitted by a provider must be reviewed by the authorizing Case Management Entity (CMEs) before they are put into claims for payment.

CME users will need one of the following roles to accept or reject Pending SDs:

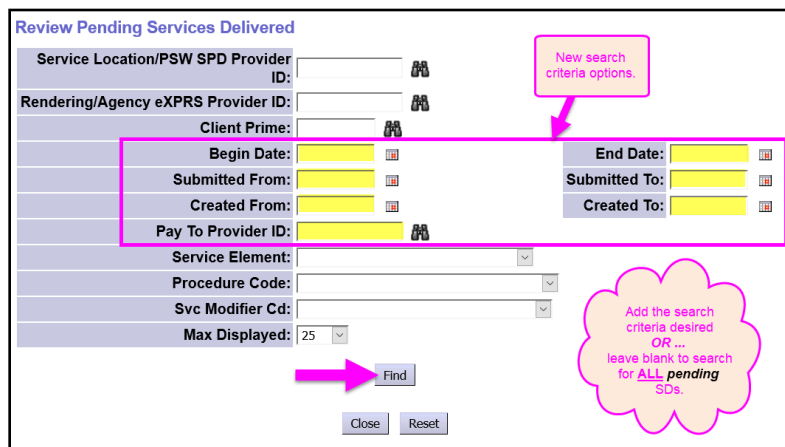
- POC Manager
- POC Super User

Accepting or Rejecting pending SDs

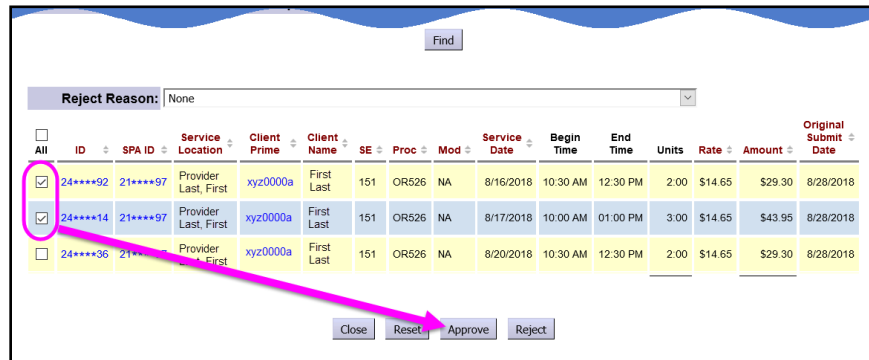
1) Login to eXPRS using the role that allows you to work in the Plan of Care. Then select **Plan of Care > Service Delivered > Review Pending Services Delivered**.



2) Enter search criteria for pending SDs and select **Find**. See Appendix A for a detailed explanation of the search criteria.

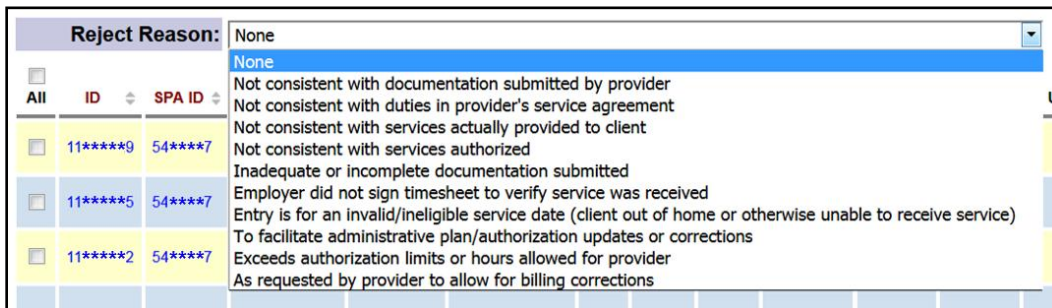


3) Review the results list and check the box next to any SDs that will be **Approved** or **Rejected**. Then select either the **Approve** or **Reject** button.



- **Close:** Closes the page
- **Reset:** Clears the results and resets the search criteria fields to blank
- **Approve:** Approves the selected SDs.
- **Reject:** Rejects all the selected SDs for the **Reject Reason** selected in the dropdown.

4) If SDs are being rejected, a **Reject Reason** must be selected. This reason will apply to all the selected SDs.



5) The **Service Delivered Results** page will display confirming the actions taken.

Service Delivered Results

SPA ID	Client Prime	Client Name	Provider	Service	Service Date	Begin Time	End Time	Units	Rate	Amount	Status	Notes
5****9	xyz0000a	First Last	PSW Name	SE151/OR507/NA	8/24/2016	04:00 PM	08:00 AM	1.000	\$175.00	\$175.00	Approved	
5****9	xyz0000a	First Last	PSW Name	SE151/OR507/NA	8/25/2016	04:00 PM	08:00 AM	1.000	\$175.00	\$175.00	Approved	
5****0	xyz0000a	First Last	PSW Name	SE151/OR526/NA	8/28/2016	08:00 AM	06:00 PM	10.000	\$14.00	\$140.00	Approved	

Tip: Approved or Rejected SDs do not appear on the **Review Pending Service Delivered** page. Users can confirm the status of the SD by searching for it on the **View Service Delivered** page.

Appendix A: Review Pending Service Delivered Search Criteria

The search fields are defined below.

- **Service Location/PSW Provider SPD Provider ID:** The SPD Provider ID Number for the Agency provider's service location or PSW authorized for the service.
- **Rendering/Agency eXPRS Provider ID:** The rendering Agency provider's eXPRS provider ID number.
- **Client Prime:** The prime number for a specific individual.
- **Begin Date:** A specific start date for when services were delivered.
- **End Date:** A specific end date for when services were delivered
- **Submitted From:** The first date that the SDs were submitted to pending from the Provider.
- **Submitted To:** The last date that the SDs were submitted to pending from the Provider.
- **Created From:** The first date that the SDs were first created by the Provider.
- **Created To:** The last date that the SDs were first created by the Provider.
- **Pay to Provider ID:** The eXPRS ID for the provider who will receive the payment.
 - For PSWs, the **Pay-To Provider** is Public Partnerships, LLC (eXPRS ID: 1571171).
- **Service Element:** The service element the services were authorized under.
- **Procedure Code:** The procedure code services were authorized under.
- **Svc Modifier Cd:** The modifier code used with the procedure code the service was authorized under.
- **Max Displayed:** Select an option from the dropdown menu, if desired.