Billing for OR004-Mileage Transportation

(updated 9/30/2025)

Overview

Personal Support Workers (PSWs) and Agency Providers can receive reimbursement for mileage transportation provided to an eligible individual. This guide outlines how to bill for this service in eXPRS under the following codes:

- **OR004/WD:** Mileage reimbursement for transportation to/from the individual's work location.

- **OR004/WE:** Mileage reimbursement for transportation to allow the individual to access the general community. This is not available for an individual living in a residential placement.

IMPORTANT: It is ODDS' expectation that providers bill for OR004 Mileage by creating one Service Delivered Billing Entry for each day the individual was driven. This SD will list the total miles the individual was driven on that specific day. Do not bill once per month for the month's total miles for an individual.

For more information on Community Transportation, including information on providing service to more than one person at a time, see the **Expenditure Guidelines** and the **Community Transportation Worker Guide**.

How to Bill for OR004 Mileage Services

1. Log into the eXPRS Desktop Site and select Create Service Delivered from Single Service Authorization.[1]

2. Enter the criteria to return the authorization you want to bill against. In the example below, we have selected a **Procedure Code** and **Effective/End Date**.

3. From the Results list, select the dollar sign on the far right.

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[1] Agency Providers will need to access this page from the **Plan of Care > Service Delivered** Menu.

4. On the **Service Delivered by Service Authorization** page, enter the **Date** and **Total Miles** driven for the individual on a specific date. And then select **Save All.**

- Repeat this step as many times as needed for your SDs.

5. To submit your SDs, check the boxes for each SD and then select **Submit.**

Submitted SDs will be processed by eXPRS and move to a different status. If the SD passes all checks, it will move to *Pending* status. This means they are ready to be printed onto PSW mileage sheets for the authorizing CDDP or Brokerage to review before approving them for payment processing.

If you encounter issues when submitting SDs, see the **Service Delivered (SD) Problem Solving Matrix.** If you still cannot resolve the issue, please submit a Technical Assistance Request in eXPRS.