

Correcting a Service Delivered Billing Entry

(updated 4/3/2026)

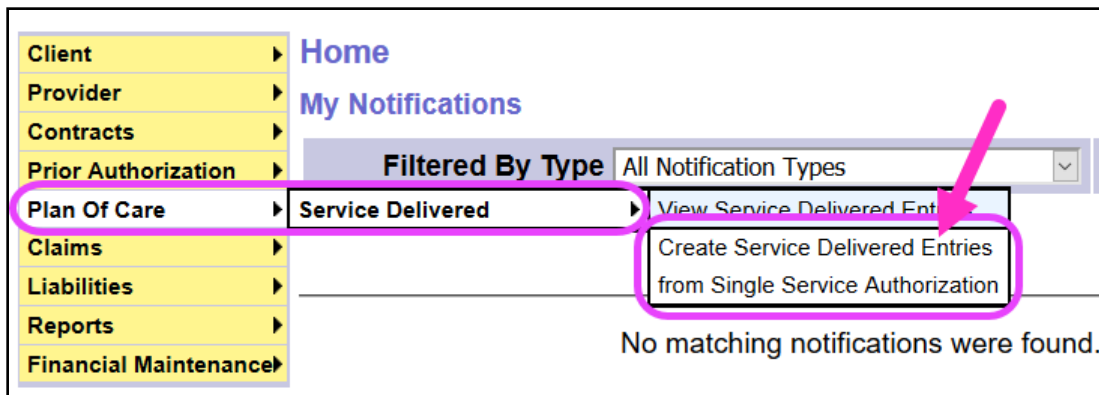
Overview

After creating draft Service Delivered Billing Entries (SDs), a Claims Manager or Claims Preparer at the organization can review and edit them in the eXPRS Desktop site. They can also enter a billing manually using the eXPRS Desktop site if needed.

Keep in mind that Non-EVV services such as Mileage or Job Coaching do not require the use of EVV. Billings for these services are always created using the eXPRS Desktop.

Correcting a Draft EVV Service Delivered Billing Entry

1. Log into the eXPRS Desktop site and select **Create Service Delivered Entries from Single Service Authorization**



- Enter search criteria and then select **Find**. Some key fields are highlighted in the example below.

Create Service Delivered Entries from Single Service Authorization

Client Prime:

Service Location/PSW SPD Provider ID:

DHS Contract Num:

Service Element:

Procedure Code:

Svc Modifier Cd:

Effective Date:

End Date:

Exact: Yes No

Exact: Yes No

- From the results, click the dollar sign (\$) next to the authorization for the SDs you need to correct.

Find Reset Print

Name	Service Location/PSW																		
<table border="1"> <thead> <tr> <th>SPA#</th> <th>Proc Code</th> <th>Modifier</th> <th>Rate</th> <th>Begin</th> <th>End</th> </tr> </thead> <tbody> <tr> <td>137</td> <td>OR526 - Attendant Care, home or comm</td> <td>NA - Not Applicable</td> <td>Fixed</td> <td>6/1/2025</td> <td>6/30/2025</td> </tr> </tbody> </table>	SPA#	Proc Code	Modifier	Rate	Begin	End	137	OR526 - Attendant Care, home or comm	NA - Not Applicable	Fixed	6/1/2025	6/30/2025							
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- On the **Service Delivered by Service Authorization** page, edit your draft SDs as needed. In our example, we are modifying the **End Date/Time**. As a result, we also need to select an **End Time Change Reason** from the dropdown menu, then click **Save All**.

Service Delivered By Service Authorization

Update an existing or add a new Date Time Entry Line

Provider: Dates: 6/1/2025 - 6/30/2025

Client Name: Client Prime:

CM Organization:

Service: SE149/OR526 - Attendant Care, home or comm/NA - Not Applicable

Rate: Fixed Review Req: Yes

Select	Begin Date/Time	End Date/Time	Total Service Billed Time	Units	Group	Status	Start Time Change Reason	End Time Change Reason	Support Professional	Start Location	End Location
<input type="checkbox"/>	06/30/2025 05:14 PM PDT	06/30/2025 09:21 PM PDT	0.07			<input checked="" type="checkbox"/> Draft	Reason	Mistakenly clocked out			
<input type="checkbox"/>			0.07			<input type="checkbox"/> Draft	Reason	Reason			

For items checked above

After the save completes, the Draft SD will have the updated information:

Service Delivered By Service Authorization
 Update an existing or add a new Date Time Entry Line

Provider: [REDACTED] Dates: 6/1/2025 - 6/30/2025
 Client Name: [REDACTED] Client Prime: [REDACTED]
 CM Organization: [REDACTED]
 Service: SE149/OR526 - Attendant Care, home or comm/NA - Not Applicable
 Rate: Fixed Review Req: Yes
 SPA ID: [REDACTED]

Select	Begin Date/Time	End Date/Time	Total Service Billed	Units	Group	Status	Start Time	End Time	Direct Support Professional	Start Location	End Location
<input type="checkbox"/>	06/30/2025 05:14 PM PDT	06/30/2025 09:21 PM PDT	0.07			<input checked="" type="checkbox"/> Draft	Reason	(Mistakenly clocked ou		[REDACTED]	[REDACTED]
<input type="checkbox"/>						<input type="checkbox"/> Draft	Reason				
			0:07								