

## Submitting Multiple Claims as a Batch

(updated 1/2/2026)

As a provider of services managed and paid via eXPRS, it is your responsibility to submit claims on a regular and timely basis in order for you to receive payment for the services you are authorized to provide for clients in your program. Fee-for-service (FFS) claims are the claims providers submit to be paid for services they have rendered.

All FFS claims are processed when submitted, and approved claims are sent to Dept. of Administrative Services for payment around 5:30 p.m. each business day. Any claims that suspend will be reprocessed every night automatically, until the reason for suspending the claim has been resolved.

**Important:** There are Medicaid timeline restrictions for submitting claims. Providers have **12 months (365 days)** from the date of service to submit an initial claim for payment of services provided.

eXPRS allows a user with the Claims Manager role to submit a group of **draft** or **suspended** claims as a batch, instead of individually (one-by-one). To use this function, the claims must already be created and saved as a **draft**, or previously submitted but have **suspended** for some reason.

You must have the provider role of **Claims Manager** to do this work.

### To submit a group of draft or suspended claims:

1. Log in to eXPRS.

**Login**

**Login Name:**

**Password:**

[Forgot your password?](#)

- From the left-hand navigation menu, click on **CLAIMS → SUBMIT CLAIMS**. This will take you to the **Submit Claims** page.

<b>Client</b>	▶	<b>Home</b>
<b>Provider</b>	▶	<b>My Notifications</b>
<b>Contracts</b>	▶	
<b>Prior Authorization</b>	▶	<b>Filtered By Type</b> All Notification
<b>Plan Of Care</b>	▶	
<b>Claims</b>	▶	<b>Search/Update Claims</b>
<b>Liabilities</b>	▶	Create CPA Claims
<b>Reports</b>	▶	Create CPA Absence Claims
<b>Financial</b>	▶	<b>Reports</b>
<b>Maintenance</b>	▶	

- On the **Claims Search** page, enter the search criteria windows to bring back a list of **draft** and/or **suspended** claims.
  - In the example below, only a **Status** has been selected. In order for a user to submit multiple claims, a **Status** must be selected.

Oregon Department of Human Services  
Express Payment & Reporting System (eXPRS)

Home My Account Change Password Help Customer Service Log Out  
Logged in as - All my Organizations and Program Areas

**Client** ▶ **Claims Search**

Enter one or more search criteria. Partial matches are supported for Claim ICN only. Search is not case sensitive. Criteria are cumulative. Results returned are limited to 20,000 rows. If criteria entered results in more than 20,000 rows, data returned will be truncated. You may need to narrow your search to return a smaller dataset.

Including a status in your search criteria will allow action on multiple claims; action allowed depends on the claim status and the user's permissions.

Note: Multiple claim exception codes can be entered in the exception code field. Enter multiple codes with a comma between the codes. There should be no spaces. Ex - 1,2,3

Claim ICN:  Status: **Suspended** ▼

Service Element:

Procedure Code:

Svc Modifier Cd:

Check Number:

Run ID:

DHS Contract Num:

Provider ID:

Service Location:

Effective Date:

Exact:  Yes  No

Created From:

Submitted From:

Claim Type:

Exception Code:

Exclude Exception Code:

PA Adj #:

Show Notes?:  Yes  No

Payment Status:

Claim Modifier Reason:

Client Prime:

Pay To Provider ID:

End Date:

Exact:  Yes  No

Created To:

Submitted To:

Exclude SPA Absence Claim Type:  Yes  No

Suspense Location:

Created By:

Show Exception Code Desc?:  Yes  No

Max Displayed: 25

Show Run ID/Date?:  Yes  No

**Find** **Reset**

4. Review the results list. Select the checkbox(es) for the claim(s) you wish to submit. You can select more than one box, or the "All" box at the top of the column.

Exception Code:

Exclude Exception Code:

PA Adj #:

Show Notes?:  Yes  No

Suspense Location:

Created By:

Show Exception Code Desc?:  Yes  No

Max Displayed: 25

Show Run ID/Date?:  Yes  No

**Find** **Reset**

Export options: CSV | Excel | PDF | RTF

<input type="checkbox"/>	Client ICN	Client Prime	Client Name	Service Element	Procedure Code	Svc Modifier Cd	Claim Modifier Reason	Type	Provider	Service Location	Effective Date	End Date	Service Group	Billed Amount	Client Liability	Paid Amount	Prov Liab Deduct	Net Payment	Status	Run ID	Paid Date	Exception Code
<input type="checkbox"/>	202			50	ORAGH	AI	FAM	FFS			2/21/2020	2/22/2020	2	\$391.22		\$0.00	\$0.00	Suspended			10.11.35	
<input type="checkbox"/>	202			50	ORAGH	AI	FAM	FFS			2/21/2020	2/22/2020	2	\$391.22		\$0.00	\$0.00	Suspended			10.11.35	
<input type="checkbox"/>	202			50	ORAGH	AI	AWL	FFS			2/21/2020	2/22/2020	2	\$391.22		\$0.00	\$0.00	Suspended			11.35	
<input type="checkbox"/>	202			50	ORAGH	AI	FAM	FFS			6/6/2020	6/6/2020	1	\$208.00		\$0.00	\$0.00	Suspended			10.35	

5. With the boxes checked for the claims you wish to submit, scroll down to the bottom of the page and click **SUBMIT**.

<input checked="" type="checkbox"/>	2020			51	ORBLV	AI	FAM	FFS			1/1/2020	1/5/2020	1	\$284.61		\$0.00	\$0.00	Suspended			34	
<input checked="" type="checkbox"/>	2020			51	ORBLV	AI	FAM	FFS			1/1/2020	1/1/2020	1	\$56.92		\$0.00	\$0.00	Suspended			34	

Total Approved: \$0.00 \$0.00 Approved  
 Total Denied: \$0.00 \$0.00 Denied  
 Total Draft: \$0.00 \$0.00 Draft  
 Total Submitted: \$0.00 \$0.00 Submitted  
 Total Suspended: \$2,971.19 \$0.00 Suspended  
 Total Void: \$0.00 \$0.00 Void

Claims found: 10 (displaying all rows)

**Submit** **Void**

6. If you wait, when the submit process is complete you will be taken to the **Claim Processing Results** page with the list of claims you just submitted and their new status.

**But ...** you do not have to wait. You have several options. You can log out and check on your encounters submitted at a later time, you can click **Previous** to change the criteria entered to submit additional claims, or click **Close** to perform other work in eXPRS.

The screenshot shows a web interface with a sidebar menu on the left containing items like Client, Provider, Contracts, Prior Authorization, Claims, Liabilities, Reports, Financial, and Maintenance. The main content area is titled "Claim Submit Results" and displays a success message: "Your request completed successfully. The series of claims were submitted successfully". Below this is a table with columns for ICN, Client Name, Service Element, Provider, Effective Date, End Date, Amount, and Status. Three rows of data are shown, with the first row having a blue ICN (20001) and the second row having a blue ICN (20011). A red callout box points to the blue ICN in the first row with the text: "Click the blue ICN number to open the claim and view the claim details." At the bottom of the table are two buttons: "Previous" and "Close".

ICN	Client Name	Service Element	Provider	Effective Date	End Date	Amount	Status
20001		54		3/12/2013	3/12/2013	\$86.99	Denied
20011		54		3/13/2013	3/13/2013	\$86.99	Denied
20001		54		3/14/2013	3/14/2013	\$86.99	Denied

7. Click on the blue hyperlink ICN number of a claim, if you wish to view the details of that claim.