

## Agency Providers

### How to Find the Needed Service Information for Service Delivered Billing Entry (SD) Batch Import Files

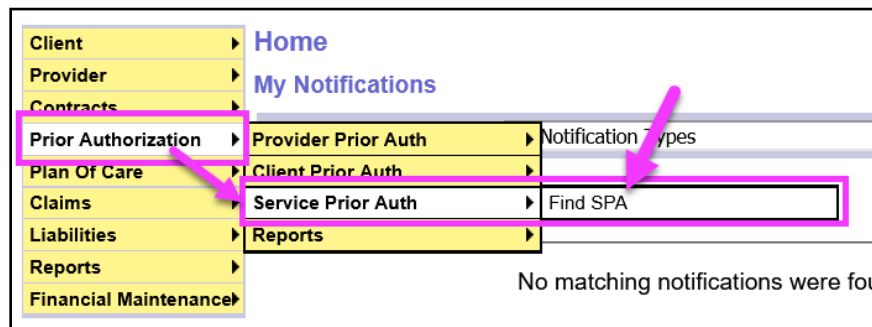
Agency Providers will need to obtain several different data points to successfully use the SD Batch Import Process for the services they provide. Incorrect data will cause your SD batch import file to fail to upload.

Please see the [Agency SD Import - .CSV File Format](#) guide for specific details on setting up an import file correctly. This guide shows where to find five data points on the .CSV File:

1. **Column A:** The **Service Location ID** for the provider record used on the Service Prior Authorization (SPA). This number can vary for different individuals, even when billing for the same service.
2. **Column B:** The **Service Element** listed on the SPA. This can vary for different services for that the same individual receives.
3. **Column C:** The **Procedure Code** listed on the SPA.
4. **Column D:** The **Modifier Code** listed on the SPA.
5. **Column E:** The **Client Prime** of the individual being billed for.

#### Find the Needed Service Information for SD Batch Imports:

1. Log in to eXPRS.
2. Select **Prior Authorization > Service Prior Auth > Find SPA.**



- On the **Find Service Prior Authorization** page, search for your service authorizations by using the following criteria and clicking **Find**:
  - Status** = Select **Accepted** (Active authorizations that can be billed)
  - Effective Date** = Enter the **first service date** (e.g. First day of the month).
  - End Date** = the **last service date** (e.g. Last day of the month).

**Find Service Prior Authorization**

SPA ID:

Service Location/PSW SPD  
Provider ID:

Rendering/Agency eXPRS  
Provider ID:

Pay To Provider ID:

Client Prime:

Status: **Accepted** ▼

Service Element:

Procedure Code:

Svc Modifier Cd:

DHS Contract Num:

Effective Date:


End Date:

Review Required:  Yes  No  Either

Max Displayed: 25 ▼

Exact:  Yes  No

Exact:  Yes  No



- From the results, view the data elements noted above.

Review Required:  Yes  No  Either

Max Displayed: All ▼

File Column E      File Column B      File Column C      File Column D      File Column A

SPA ID	Client Prime	Client Name	Service Element	Proc Code	Svc Modifier Cd	Units	DHS Contract Num	Effective Date	End Date	Rendering Provider	Pay To Provider	Service Location ID	Service Location
43 30	E D	JCPNL LKZPCKD	49	OR526	NA	200.00	1 0	7/1/2021	12/31/2021			1 1	
46 48	E U	DGPAL LCKCLK	49	OR526	NA	76.00	1 0	10/1/2021	9/30/2022			1 1	
43 65	V D	OPINGLC DFPCDFX	49	OR526	NA	199.00	1 0	7/1/2021	5/31/2022			1 1	

5. Select an **Export Option** to export the authorization results list for use or storage offline (if needed).

The screenshot displays a table with the following columns: Pay To rovider, Service Location ID, Service Location, Rate, Amount, Review Required, and Status. The table contains three rows of data. Above the table, there is a callout box labeled 'File Column A' pointing to the 'Service Location ID' column. To the right, there is a pink-bordered box containing the text 'Export options: CSV | Excel | PDF | RTF', with a pink arrow pointing to it.

Pay To rovider	Service Location ID	Service Location	Rate	Amount	Review Required	Status
	1-1		32.23	\$38,676.00	No	Accepted
	1-1		32.23	\$29,393.76	No	Accepted
	1-1		32.23	\$70,551.47	No	Accepted