

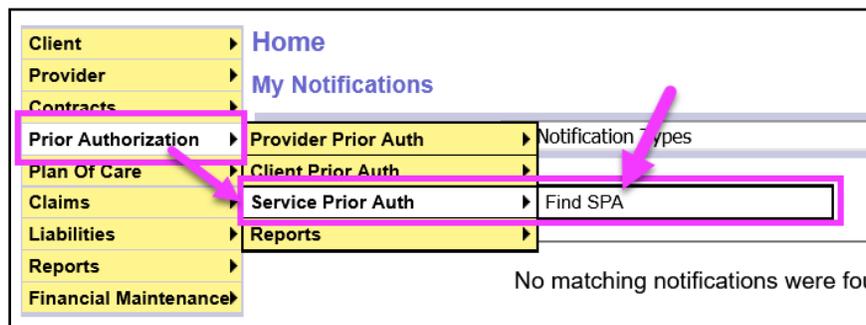
## How to Find the Service Information for Service Delivered (SD) Batch Import Files

Agency Providers will need to obtain several different data points to create a CSV file to use in the SD Batch Import Process. Incorrect data will cause your SD Import file to fail to upload.<sup>1</sup> This guide shows where to find five data points on the CSV File:

- **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.
- **Column B:** The **Service Element** listed on the SPA. This can vary for different services for that the same individual receives.
- **Column C:** The **Procedure Code** listed on the SPA.
- **Column D:** The **Modifier Code** listed on the SPA.
- **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 and select **Prior Authorization > Service Prior Auth > Find SPA.**



<sup>1</sup> For specific details on setting up an import file correctly, see the guide: **Agency SD Import - Overview of the Service Delivered Billing Entry (SD) Batch Import Process and CSV Spreadsheet.**

2. On the **Find Service Prior Authorization** page, enter the following criteria and select **Find**:

- **Status** = Select **Accepted** (Active authorizations that can be billed for)
- **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:

Service Element:

Procedure Code:

Svc Modifier Cd:

DHS Contract Num:

Effective Date:

End Date:

Review Required:  Yes  No  Either

Max Displayed:

Exact:  Yes  No

Exact:  Yes  No

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

Review Required:  Yes  No  Either

Max Displayed:

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	Se Loc
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	CPNGLC DFCDFX	49	OR526	NA	199.00	1-0	7/1/2021	5/31/2022			1-1	

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

Export options:  |  |  |

Rate	Amount	Review Required	Status
32.23	\$38,676.00	No	Accepted