

## How to Create Service Delivered Billing Entries (SDs) For Multiple Individuals and Services on a Single Date

Agency Providers are required to create and submit Service Delivered Billing Entries (SDs) in order to bill for Plan of Care Services. These SDs capture the preliminary billing data such as the start and end dates/times, or the amount of a service provided to an individual. Once submitted, approved SDs are aggregated into claims and processed for payment.<sup>1</sup>

eXPRS has many ways for providers to create SDs. This guide covers how to manually enter SDs for multiple individuals and services on a single date.

To do this work, the user must have one of the following permissions:

- Provider Agency Claims Preparer
- Provider Agency Claims Manager

To Create SDs for Multiple Individuals and Services on a Single Date:

- 1) Log in to eXPRS.
- 2) Select Plan of Care > Service Delivered > Create POC Daily Service Delivered.



<sup>&</sup>lt;sup>1</sup> For more details about SDs, see the guide entitled: **Overview of Service Delivered Billing Entries and the Claims Aggregation Process** 

3) On the Daily Service Delivered page, enter search criteria and select Find.

Daily Service Delivered	
If the individual you provide ser determine how many hours you who share authorized hours of s that you are authorized to work Delivered (SD) time entries shou	own indicate the total hours authorized for an individual's service. vices for has multiple providers, check with the employer to are authorized to provide before providing service. For providers service for an individual with other providers, it is not guaranteed and receive payment for 100% of the limit shown. Services ald only be for actual dates/times worked providing the authorized the limit shown on the authorization.
Client Prime:	#L
Service Location/PSW SPD Provider ID:	#A
Service Element:	
Procedure Code:	·
Svc Modifier Cd:	<b>v</b>
DHS Contract Num:	<i>&amp;</i> &
*Service Date:	2/13/2023 III
	Find Edit Criteria Reset

**TIP:** The result list shows individuals (in alphabetical order) with **Accepted** authorizations, regardless of which CME authorized the service. The columns are sortable by selecting the red column header.

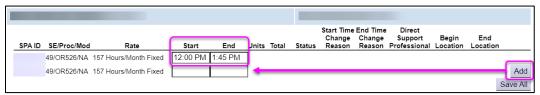
			Find	Edit Criteria Reset		
AEBFIBA	, <b>AIFFU</b> BR44429A	Name		≑ Thrive Se	Service Location/PSW	<b>\$</b>
SPA ID	SE/Proc/Mod	Rate	Start End	Units Total Statu	Start Time End Time Direct Change Change Support Begin Is Reason Reason Professional Location	End Location
	149/OR526/NA 100 H 149/OR004/WE 500 M	L				Add Add Save All

**TIP:** The fields which display and are editable vary depending on the applicable elements for that SE/PROC/MOD code. You will need to enter the data needed for the SD in accord with ODDS policy guidance.<sup>2</sup>

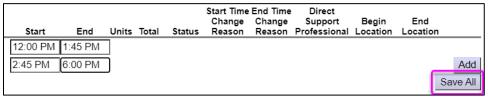
SPA ID	SE/Proc/Mod	Rate	Start	End	Units	Total	Status	Change		Direct Support Professiona	Begin I Location	End Locatio	on
		124 Hours/Month Fixed 500 Miles/Month Fixed				-			Care	ndant and eage			Add Add Save All
SPA ID	SE/Proc/Mod	Rate	Start	End	Units Tota	Statu	Ch		hange	Direct Support	Begin	End Location	•
or Alb	49/OR507/NA 1	14 Days/Year Fixed 174 Hours/Month Fixed				•	25 110		Re	lief Care Attenda Care	)	Locution	Add Add Save All
SPA ID	SE/Proc/Mod	Rate	Start	End	Units Su	Direct	:mm) To		Time 1	End Time Dire nange Supp easonProfess	ort Begi		
	49/OR004/WD10	7 Hours/Week Fixed  D Miles/Week Fixed  O Miles/Month Fixed									Coachi Mileag	_	Add Add Add Save All

<sup>&</sup>lt;sup>2</sup> For example, for certain OR401 Job Coaching services, you will need to enter the Direct Support Time provided.

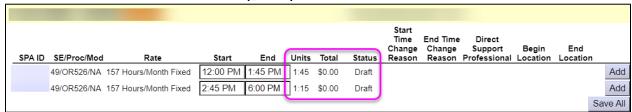
4) For each individual you are billing for, enter the data needed in the corresponding fields to create that SD. Select the **Add** Button in order to create more entries if needed.



5) Select the Save All button to create and save the Draft SDs.



If the SDs were entered correctly, they will be created in **Draft** status.



See the guide: **How to Submit Service Delivered Billing Entries as a Batch in eXPRS** for information on submitting these Draft SDs.

## Appendix A: Reminders When Entering SDs

- Hourly Services: The Start & End fields do not require a colon, spaces or the
  full "AM" or "PM". Instead, users can enter the time data and the letter 'a' or
  'p' without spaces, and eXPRS will auto-format the entry correctly. The data
  field will show with red text if information is entered incorrectly. Correct text
  will show as black.
  - For example, entering "8a" will format as "8:00 AM". Entering "917p" will format to be "9:17 PM". If there is no letter, time will format to AM.
- Providers should enter the exact time the individual was served when creating SDs for hourly services. SDs may overlap up to 15 minutes with a different provider, which allows for transition time between the providers. SDs that overlap more than 16 minutes or more will suspend as a suspected duplicate service to the individual.
- Mileage Services: Providers can enter mileage up to one-tenth of a mile (00.0).
- **OR401 Direct Support Time:** Data entered in this field must be formatted to reflect the total time of direct support for that SD. The time must be formatted in one of the following ways:
  - Use hh:mm to reflect the time in hours and minutes. For example,
     "2:30" equals two hours and 30 minutes of direct support time.
  - Use whole numbers to reflect the total minutes of direct support time.
     For example, "103" equals 103 minutes. eXPRS will automatically convert these to the hh:mm equivalent (e.g. "103" will become 1:43).
- OR526/ZC Attendant Care: At this time, this service must be billed by entering
  the SD manually into the eXPRS Desktop, or by using the Agency SD Import
  Process. When creating the SD, enter both DSP Names in the Direct Support
  Professional field using the following format: [DSP's FIRST AND LAST NAME]
  and [DSP's FIRST AND LAST NAME]
  - o In the future, the ability to use eXPRS Mobile-EVV to create these SDs will be added.

## Appendix B: Search Criteria for Daily Service Delivered Page

- Client Prime: The prime number assigned to the individual receiving services.
- Service Location/PSW SPD Provider ID: The SPD provider ID number assigned to the Agency provider's service location record <u>OR</u> the PSW provider's record. Users may not know this number.
- **Service Element:** The number used to identify the service funding package or grouping that the SPA is authorized under.
- **Procedure Code:** The code assigned to identify the service authorized.
- **Svc Modifier Cd:** The Modifier code assigned to Procedure code to further identify the service authorized.
- **DHS Contract Num**: The funding contract number assigned to the CME that authorized the service.
- **Service Date**: The specific date you want to submit Service Delivered Billing Entries for. All active authorizations for this date will return. Required Field.