

Did you know?



eXPRS Pro Tip for DD Personal Support Workers (PSWs) Viewing PSW Weekly Hours Limit

Did you know ...

... PSWs can view their Weekly Work Hours limit from their provider record in eXPRS?

eXPRS permissions for PSWs have been updated to allow PSWs to view their Weekly Work Hours limits in eXPRS.

Below are the steps for how PSWs can find their weekly hours information.

1. Use the eXPRS Desktop to search for your authorizations that you bill against, like you would to submit your time worked.
2. In your authorizations list, click on the **blue number** at the far left of any authorization to open it.

Name		Service Location/PSW				
Client Last, First - prime #		PSW Name - provider #				
SPA#	Proc Code	Modifier	Rate	Begin	End	
16****21	OR526 - Attendant Care, home or comm	NA - Not Applicable	\$14.50	7/1/2017	11/30/2017	

3. With the authorization open, click on your **blue PSW name**.

View Service Prior Authorization

Please consult your Service Agreements for specific authorized UNIT amount details.

Service Prior Authorization: 16**21 Status: Accepted**

Client Prime:	xyz0000a	Client Name:	Client Last, First
Service:	SE49/OR526-Attendant Care, home or comm/NA-Not Applicable		
Rendering Provider:	PSW Name - provider #		
Service Location:	PSW Name - provider #		
Pay To Provider:	Public Partnerships LLC F/W/C		
DHS Contract Num:			
Effective Date:	7/1/2017	End Date:	11/30/2017

4. With the **View Provider** page open, click on the **PSW Weekly Hours/Rates** label to expand that section & view your weekly hours limit information.

View Provider

Provider ID:	11****46
Record Type:	Provider
Business Type:	Individual
Tax Name:	PSW Last, First
Personal Name:	PSW Last, First
Date of Birth:	mm/dd/yyyy

▶ **Contact Information**

▼ **PSW Weekly Hours/Rates**

Weekly Hours	Start	End
40.0	9/1/2016	12/31/9999

▶ **Specialties**

Remember ... your Weekly Hours limit applies to **ALL** the hourly & relief care work you do as a PSW (and as Home Care Worker, if you work for APD), for all clients you work with combined, in a work week. The work week is defined as a standard calendar week: Sunday through Saturday.

If you believe your PSW Weekly Hours limit amount is incorrect or have questions, please contact:

DD PSW Payment Issues

- Email: psw.paymentissues@state.or.us