

## eXPRS Activity / User Role Matrix for Provider Agencies

Who do I work for?	What do I want to do?	The User Enrollment Form needed:	The user role(s) I need to have (need at least one):
<b>Below are the minimum set of roles that someone with a PROVIDER agency MUST HAVE to do business in eXPRS: One person can have multiple roles.</b>			
Provider Agency	To view/accept/reject a Provider Prior Auth.	Provider Agency User Enrollment Form	<ul style="list-style-type: none"> <li>Provider Agency PPA Manager</li> </ul>
Provider Agency	Create, save, submit, edit, and/or void provider claims and/or Plan of Care (POC) Service Delivered (SD) billing entries.	Provider Agency User Enrollment Form	<ul style="list-style-type: none"> <li>Provider Agency Claims Manager</li> </ul>
Provider Agency	To view provider contract and service, and payment report information <b>ONLY</b> .	Provider Agency User Enrollment Form	<ul style="list-style-type: none"> <li>Provider Agency Contract Coordinator</li> </ul>
<b>Below are additional/optional roles a PROVIDER agency can utilize to do business:</b>			
Provider Agency	To view provider claims &/or POC-SD billing entries information and associated reports <b>ONLY</b> .	Provider Agency User Enrollment Form	<ul style="list-style-type: none"> <li>Provider Agency Claims Coordinator</li> </ul>
Provider Agency	To create and save claims &/or POC-SD billing entries in <b>DRAFT</b> status, but <b>not</b> submit. <b>The Claims Manager must submit the claims &amp;/or POC-SD billing entries.</b>	Provider Agency User Enrollment Form	<ul style="list-style-type: none"> <li>Provider Agency Claims Preparer</li> </ul>

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Who do I work for?	What do I want to do?	The User Enrollment Form needed:	The user role(s) I need to have (need at least one):
Provider Agency	To view CPA & enrollment information for clients I serve or have served.	Provider Agency User Enrollment Form	<ul style="list-style-type: none"> <li>Provider Agency CPA Coordinator</li> </ul>
Provider Agency	To view provider service authorization and liability information ONLY.	Provider Agency User Enrollment Form	<ul style="list-style-type: none"> <li>Provider Agency PPA Coordinator</li> </ul>
Provider Agency	Be able to view finalized <b>SIS Assessment</b> records.	Provider Agency User Enrollment Form	<ul style="list-style-type: none"> <li>Provider Agency Claims Coordinator</li> <li>Provider Agency Claims Manager</li> <li>Provider Agency CPA Coordinator</li> </ul>