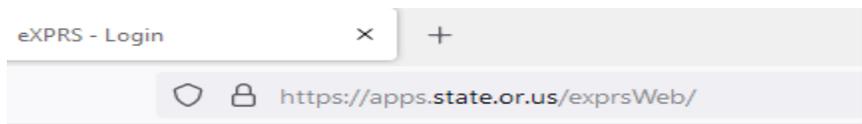


# January 2023 - QUICK STEP GUIDE/CHECKLIST for Entering Service Delivered Entries

1. Enter the eXPRS website address in your URL browser.



2. Login to eXPRS using your user login ID and password.

**Login Name:**

**Password:**

3. Click on the blue box labeled Create service Delivered Entries from single Service Auth.



4. Search for authorizations that are active for YOU to bill against. Click find to get a list of active authorizations.

**Create Service Delivered Entries from Single Service Authorization**

Client Prime:

Service Location/PSW SPD Provider ID:

DHS Contract Num:

Service Element:

Procedure Code:

Svc Modifier Cd:

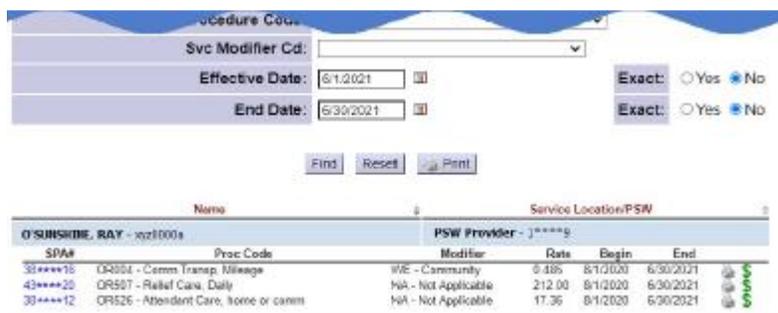
Effective Date:

End Date:

Exact:  Yes  No

Exact:  Yes  No

5. Click the \$ symbol next to the Service Authorization to enter the date and time that you provided the service, then select "Save all".



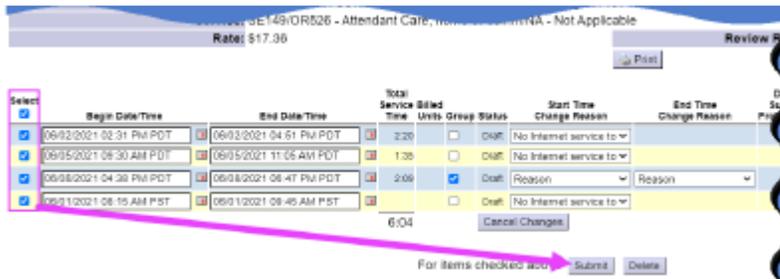
In the Service Delivered by Service Authorization page, you can enter the information for the dates and times you worked providing that service. You can add manually add the service Begin Date/Time and End Date/Time for when you provided that service to the individual in the corresponding fields. If manually entering your dates and times you worked, you will need to also select a reason for the manual entry from the Start Time Change Reason dropdown.



If manually entering your dates and times you worked, you will need to also select a reason for the manual entry from the Start Time Change Reason dropdown.

Click **Save All** after each manual entry to save it to draft. A new, blank row will appear for more SD billing entry lines.

- Click on the box beside the services (you want to submit) and select **Submit**. The entries will change from **Draft** to **Pending**. Once the entries are **Pending**, you can print.



## Commonly Used Terms/Definitions/Resources

**eXPRS** the *Express Payment and Reporting System*; the DHS web-based, electronic service authorization & payment management system, designed for the authorization, payment, and reporting of services provided to individuals with I/DD in Oregon.

**eXPRS Provider ID** a multi-digit number assigned to a provider record by eXPRS when the record is initially created using the eXPRS system. It is different from the **SPD provider ID number** in that it is not specifically tied to completing the provider credential process, but is often used as the identifier to track service authorizations and payments for services from Agency providers.

**“Approved to work”** a provider status definition used to indicate that a provider has completed their provider registration enrollment and has passed all the credentialing and ACA validation criteria to work as a Medicaid services provider.

**POC Plan of Care**; module in eXPRS that is a collection of different, discrete service authorizations for an individual with I/DD in a single annual plan. It is unlike a CPA, in that a CPA is a single service authorization. A POC is a collection of multiple service authorizations.

**Service Prior Authorization (SPA)** a system feature within eXPRS Plan of Care which is the second level of Plan of Care service authorization (*the POC Plan Line is the first level*). The SPA authorizes a provider to deliver a specific service under a POC Plan line, the amount of service (*number of units*) available from that provider, the rate & the dates the service can be provided by that provider.

**SD Service Delivered** billing entry; a data component within eXPRS POC that represents the date and the start & end times a POC authorized service was provided to an individual with I/DD by a provider. This is the preliminary “timesheet” or billing data entered in eXPRS for POC services, and is used by eXPRS to create claims for payment back to the provider for POC authorized services.

**Claim** a record created in eXPRS to generate payment to a provider for authorized services delivered to an individual. The claim certifies: the authorized service was delivered; by the provider; to the identified individual; during the time period specified within the claim.

**Claim Aggregation** a system process in eXPRS that collects the Plan of Care (*POC*) Service Delivered (*SD*) billing entries that are in **approved** status and puts them into a claim for payment processing to the provider for services delivered.

### **Enroll Individual Provider User Form – PSW/IC/DE/BC:**

<http://apps.state.or.us/exprsDocs/EnrollIndividualProviderUserPSW.pdf>

### **How to Enroll an eXPRS User:**

<https://apps.state.or.us/exprsWeb/exprsDocs/EnrollIndividualProviderUserPSW.pdf>

### **How to Create and Submit SD Billing Entries in the eXPRS Desktop Site:**

<https://apps.state.or.us/exprsWeb/exprsDocs/HowToCreateServiceDeliveryPSWIC.pdf>