

How to Bill for OR004-Mileage Transportation


Overview

Personal Support Workers (PSWs) and Agency Providers can receive reimbursement for mileage transportation provided to an eligible individual. This guide outlines how to bill for this service in eXPRS under the following codes:

- **OR004/WD:** Mileage reimbursement for transportation to/from the individual’s work location
- **OR004/WE:** Mileage reimbursement for transportation to allow the individual to access the general community. This is not available for an individual living in a residential placement.

IMPORTANT: It is ODDS’ expectation that providers bill for OR004 Mileage by creating one Service Delivered Billing Entry for each day the individual was driven. This SD will list the total miles the individual was driven on that specific day. Do not bill once per month for the month’s total miles for an individual.

Provider: USER1, PSW [REDACTED]	Dates: 2/1/2025 - 6/30/2025
Client Name: BEWWE GHEHU	Client Prime: [REDACTED]
CM Organization: CDDP ONE Case Management Provider	
Service: SE49/OR004 - Comm Transp, Mileage/WE - Community	
Rate: Fixed	Review Req: Yes
SPA ID: [REDACTED]	

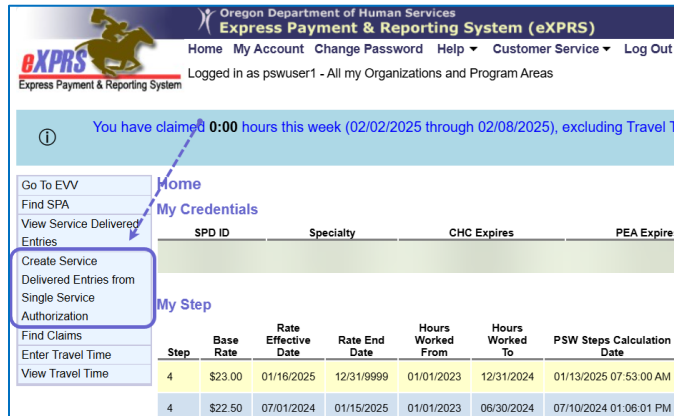
 Print

Select	Date	Total Miles
<input type="checkbox"/>	02/01/2025	25.3
<input type="checkbox"/>	02/02/2025	16.4
<input type="checkbox"/>	02/03/2025	13.0
		54.7

For more information on Community Transportation, including information on providing service to more than one person at a time, see the **Expenditure Guidelines** and the **Community Transportation Worker Guide**.

How to Bill for OR004 Mileage Services

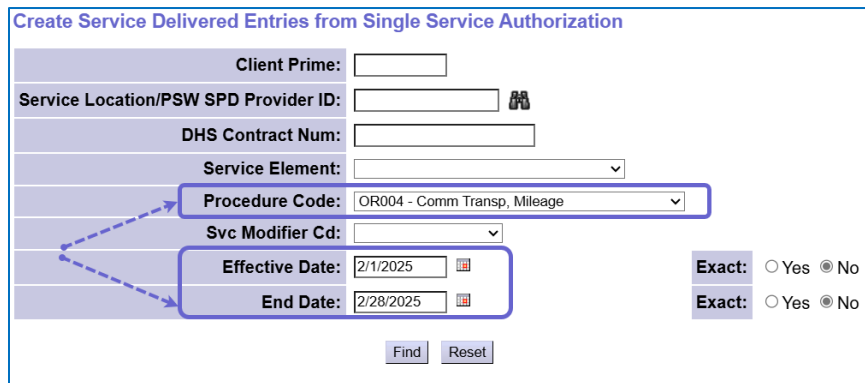
- 1) Log into the eXPRS Desktop Site and select **Create Service Delivered from Single Service Authorization**.¹



The screenshot shows the eXPRS Desktop Site interface. A navigation menu on the left includes options like 'Go To EVV', 'Find SPA', and 'View Service Delivered Entries'. The 'Create Service Delivered Entries from Single Service Authorization' option is highlighted with a blue box and a dashed arrow. Below the menu is a table with columns: Step, Base Rate, Rate Effective Date, Rate End Date, Hours Worked From, Hours Worked To, and PSW Steps Calculation Date.

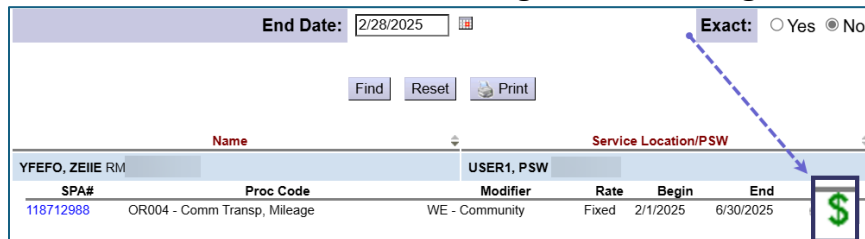
Step	Base Rate	Rate Effective Date	Rate End Date	Hours Worked From	Hours Worked To	PSW Steps Calculation Date
4	\$23.00	01/16/2025	12/31/9999	01/01/2023	12/31/2024	01/13/2025 07:53:00 AM
4	\$22.50	07/01/2024	01/15/2025	01/01/2023	06/30/2024	07/10/2024 01:06:01 PM

- 2) Enter the criteria to return the authorization you want to bill against. In the example below, we have selected a **Procedure Code** and **Effective/End Date**.



The screenshot shows the 'Create Service Delivered Entries from Single Service Authorization' form. Fields include Client Prime, Service Location/PSW SPD Provider ID, DHS Contract Num, Service Element, Procedure Code (set to 'OR004 - Comm Transp, Mileage'), Svc Modifier Cd, Effective Date (2/1/2025), and End Date (2/28/2025). There are 'Exact: Yes/No' radio buttons for both dates. 'Find' and 'Reset' buttons are at the bottom.

- 3) From the Results list, select the dollar sign on the far right.



The screenshot shows the search results table. The 'End Date' field is set to 2/28/2025. The table has columns: Name, Service Location/PSW, SPA#, Proc Code, Modifier, Rate, Begin, and End. A dollar sign icon is highlighted in a green box in the 'End' column of the first row.

Name	Service Location/PSW	SPA#	Proc Code	Modifier	Rate	Begin	End
YFEFO, ZEHEE RM	USER1, PSW	118712988	OR004 - Comm Transp, Mileage	WE - Community	Fixed	2/1/2025	6/30/2025

¹ Agency Providers will need to access this page from the **Plan of Care > Service Delivered** Menu.

- 4) On the **Service Delivered by Service Authorization** page, enter the **Date** and **Total Miles** driven for the individual on a specific date. And then select **Save All**.

Service Delivered By Service Authorization
Update an existing or add a new Date Time Entry Line

Provider:	██████ - ██████	Dates:	██████ - ██████
Client Name:	██████	Client Prime:	██████
CM Organization:	██████ ██████ ██████ ██████		
Service:	██████ - ██████ ██████ - ██████		
Rate:	██████	Review Req:	██████
SPA ID:	██████		

Select	Date	Total Miles	Status
<input type="checkbox"/>	2/1/2025	12.4	Draft
			0.0

- Repeat this step as many times as needed for your SDs.

- 5) To submit your SDs, check the boxes for each SD and then select **Submit**.

Select	Date	Total Miles	Status
<input checked="" type="checkbox"/>	02/01/2025	12.4	Draft
<input checked="" type="checkbox"/>	02/02/2025	16.0	Draft
<input checked="" type="checkbox"/>	02/03/2025	18.0	Draft
<input checked="" type="checkbox"/>			Draft
			46.4

For items checked above

Submitted SDs will be processed by eXPRS and move to a different status. If the SD passes all checks, it will move to **Pending** status. This means they are ready to be printed onto PSW mileage sheets for the authorizing CDDP or Brokerage to review before approving them for payment processing.

If you encounter issues when submitting SDs, see the **Service Delivered (SD) Problem Solving Matrix**. If you still cannot resolve the issue, please submit a Technical Assistance Request in eXPRS.