

How to Bill for Professional Behavior Services

eXPRS Plan of Care has two procedure codes that are used for authorizing Professional Behavior Services.

- **OR570** – Behavior Consultation, Assessment & Training
- **OR310** – Ongoing Behavior Support Services

These 2 codes work very differently to address the services authorized. You will want to review your authorizations prior to billing to ensure they are set up correctly as outlined below. If you bill against an authorization that is not set up correctly, that could negatively impact your payment. The key differences in the service codes are outlined below.

Additional information on ODDS' policies for Professional Behavior Services, service areas, rates and other resources can be found on the [ODDS Behavior Professional Resources](#) page.

OR570 - Behavior Consultation, Assessment & Training

In eXPRS, OR570 is an Event service, which means it is a one-time, total outcome payment when ***all the work for the authorization is completed***. It is NOT an hourly service. This procedure code is used for authorizing you to complete:

- Temporary Emergency Safety Plan (**TESP**)
- Functional Behavior Assessment (**FBA**)
- Positive Behavior Support Plan (**PBSP**)

Code **OR570** can be successfully billed for a maximum of 3 UNITS; one (1) unit each for the TESP, FBA and PBSP.


- **TIP:** If the CME has authorized this as an “hourly” service, that is incorrect, and you will not be paid appropriately by the system. Contact the authorizing CME to make corrections before you bill to ensure accurate payment.

The **Rate**, or amount authorized in a Service Prior Authorization for **OR570** is for a specific block of work (either the TESP, FBA or PBSP). The total amount authorized is derived from your estimate of the number of hours you need to complete that work multiplied by the applicable hourly rate. You may also need to provide invoices documenting by the hour, the work you completed. However, when

services under **OR570** are billed, they are billed as 1 EVENT unit, for the total summed hourly cost for the work completed.

- **For example:** You are contracted to complete an FBA and estimate it will take 10 hours to complete all the FBA work at a rate of \$100/hour. The CME would authorize you **1 UNIT** under **OR570** for ALL the FBA work; the total amount authorized for all the work = **\$1,000**.

When all the FBA work is completed & documentation is received (sample below) by the authorizing CME, you would then bill the **1 UNIT**, for the total cost of that work. **You do NOT bill by each individual hour worked for code OR570.**



Pretty Good Behavior Company
 123 Sesame Street, New York, NY 10001
 Phone: 867-5309
 Email: MrHooper@PGBC.com

BILL TO
 P. Sherman, SC, NY CDDP
 42 Wallaby Way,
 New York, NY 10001

INVOICE FOR
Temporary Emergency
Safety Plan for Oscar T.
 Grouch

BEHAVIOR PROFESSIONAL
PROVIDER NUMBER:
 987312687

TESP authorized for 9 hours. Expected due date: 12/31/21

Date of Service	Behavior Professional	Description of Service Provided and to Whom Service was Provided	Location of Service	Start Time	End Time	Total Time
12/01/21	Mr. Harry Hooper	Agreed to provide Professional Behavior Services to OTG	CDDP office	NA	NA	NA
12/03/21	Mr. Harry Hooper	Received secure email – performed File Review	PGBC Office	1:00 PM	2:30 PM	1:30
12/10/21	Mr. Harry Hooper	Observation and Interviews with Mr. B. Bird & OTG (see case notes for more information)	Mr. B. Bird's Foster Home	10:00 AM	12:00 PM	2:00
12/15/21	Mr. Harry Hooper	Interview with Mr. B. Bird (see case notes for more information)	Phone	1:00 PM	1:45 PM	:45
12/16/21	Mr. Harry Hooper	Write TESP	PGBC Office	8:00 AM	1:52 PM	5:52
12/18/21	Mr. Harry Hooper	Review TESP with Mr. B. Bird	Mr. B. Bird's Foster Home	4:00 PM	5:00 PM	1:00
Total TIME				9.875 hours		
Rate:				\$100.00 / hour		
Total Amount:				\$987.50		

Behavior Professional Signature: *Harry Hooper*

Date Invoice and Temporary Emergency Safety Plan was delivered to CDDP: 12/14/2021

This same process applies when you complete a TESP of PBSP.

OR310 - Ongoing Behavior Supports

In eXPRS, OR310 is an Hourly service used to authorize ongoing maintenance behavior supports. The authorization will be for the number of hours per the frequency (e.g. Hours per year) that you can provide this service. You will bill for this service by the hour, including the **Start & End** date/time for each time the service was provided.

How to bill for Professional Behavior Services in eXPRS:

1. Log in to eXPRS and select **Plan of Care > Service Delivered > Create Service Delivered from Single Service Authorization**.

The screenshot shows a navigation menu with the following items:

- Plan Of Care
- Claims
- Liabilities
- Reports
- Financial
- Maintenance

The 'Service Delivered' menu is expanded, showing the following options:

- View Service Delivered Entries
- Create Service Delivered Entries from **Single** Service Authorization
- Create Service Delivered Entries from **Multiple** Service Authorizations
- Create POC Daily Service Delivered
- Service Delivered Batch Import

OR ...

The screenshot shows the eXPRS home page with the following navigation menu items:

- Go To EVV
- Find SPA
- View Service Delivered Entries
- Create Service Delivered Entries from Single Service Authorization
- Find Claims
- Enter Travel Time
- View Travel Time

The 'Create Service Delivered Entries from Single Service Authorization' item is highlighted with a red arrow.

2. On the **Create Service Delivered from Single Service Authorization** page, enter at least one search criteria to find the authorization to bill against and select **Find**.

TIP: Use the **Client Prime** field to find a specific individual's authorization.

The screenshot shows the 'Create Service Delivered Entries from Single Service Authorization' page with the following search criteria fields:

- Client Prime: [Yellow box]
- Service Location/PSW SPD Provider ID: [Text box]
- DHS Contract Num: [Text box]
- Service Element: [Dropdown menu]
- Procedure Code: [Dropdown menu]
- Svc Modifier Cd: [Dropdown menu]
- Effective Date: 12/1/2021 [Calendar icon]
- End Date: 12/31/2021 [Calendar icon]

The 'Effective Date' and 'End Date' fields are highlighted with a red box. The 'Find' button is highlighted with a red arrow.

- From the search results returned, click on the green \$ sign at the far right to go to the authorization's billing page.

End Date: 12/31/2021 Exact: Yes No

Find Reset Print

SPA#	Proc Code	Modifier	Rate	Begin	End	
43***49	OR310 - Behavior Support svcs	ST - Standard Rate	100.00	7/1/2021	2/28/2022	
46***68	OR570 - Behav Consult Assessmt Training	ST - Standard Rate	1000.00	9/22/2021	2/28/2022	

- When billing for OR570:** Select the green \$ for that authorization. When you bill, enter the following information:
 - Date:** This is the billing date, which is the date that all the work was completed & the required documentation was submitted to the CME.
 - Actual Rate:** This is *the actual total sum cost* for all the hours you took to complete that work. You can bill for less than what is authorized if the work didn't take you as long as estimated. However, you cannot bill for more than what was authorized.
 - Total Events:** This represents the "Event" of a completed FBA, TESP, or PBSP. Enter one (1) in this field.
 - Select **Save All**

Provider: Prof. Behavior Consultant Dates: 7/1/2021 - 12/31/2021

Client Name: JUSTIN THYME Client Prime: xyz0000a

CM Organization: CME Case Management Provider

Service: SE49/OR570 - Behav Consult Assessmt Training/ST - Standard Rate

Rate: \$1,000.00 Review Req: Yes

Units: 1 Events per Year

Print

Select	Date	Actual Rate	Total Events	Total Amount	Status
<input type="checkbox"/>	12/14/2021	\$987.50	1	0	Draft
				\$0.00	Cancel Changes

Save All

Cancel Changes

A: Date ALL work is completed & docs send to the CME.

B: Total summed cost for ALL work completed. Billed as one single unit.

5. **When Billing for OR310:** Select the green \$ for that authorization. When you bill, you enter the **Begin & End Date/Time** for the service provided, then select **Save All**.

Provider: Prof. Behavior Consultant **Dates:** 7/1/2021 - 6/30/2022
Client Name: JUSTIN THYME **Client Prime:** xyz0000a
CM Organization: CME Case Management Provider
Service: SE49/OR310 - Behavior Support svcs/ST - Standard Rate
Rate: \$100.00 **Review Req:** No
Units: 18.00 Hours per Year

Select	Begin Date/Time	End Date/Time	Total Service Time	Status
<input type="checkbox"/>	10/05/2021 08:30 AM PST	10/05/2021 10:30 AM PST	0:00	Draft

The Date/Time the service began.
The Date/Time the service ended.

6. With your **Draft** billings now entered, you can submit them for payment by selecting the checkbox on the far left. Then select the **Submit** button.

Service: SE257/OR570 - Behav Consult Assessmt Training/ST - Standard Rate
Rate: \$1,000.00 **Review Req:** Yes

Select	Date	Actual Rate	Total Events	Total Amount	Status
<input checked="" type="checkbox"/>	12/14/2021	\$987.50	1	\$0.00	Draft
<input type="checkbox"/>					Draft
				0	\$0.00

For items checked above

Service: SE151/OR310 - Behavior Support svcs/ST - Standard Rate
Rate: \$100.00 **Review Req:** No

Select	Begin Date/Time	End Date/Time	Total Service Time	Status
<input checked="" type="checkbox"/>	10/05/2021 08:30 AM PDT	10/05/2021 10:30 AM PDT	2:00	Draft
<input checked="" type="checkbox"/>	10/26/2021 12:20 PM PDT	10/26/2021 01:00 PM PDT	0:40	Draft
<input checked="" type="checkbox"/>	11/15/2021 11:00 AM PST	11/15/2021 12:00 PM PST	1:00	Draft
<input checked="" type="checkbox"/>	12/13/2021 08:15 AM PST	12/13/2021 09:50 AM PST	1:35	Draft
<input type="checkbox"/>				Draft
			5:15	

For items checked above

APPENDIX A: Modifier Codes “RU” & “ST” and Associated Map

OR570 & OR310 will be authorized using one of two Modifier Codes:

- **RU** = non-urban (i.e. underserved) areas
- **ST** = standard areas

These modifiers are used to identify which area of the state the individual receiving services lives in to determine the hourly rate you are paid. See **Appendix A** for a map of the Non-Urban (**RU**) & Standard (**ST**) areas of the state.

