

How to Submit Multiple CPAs at One Time

Overview

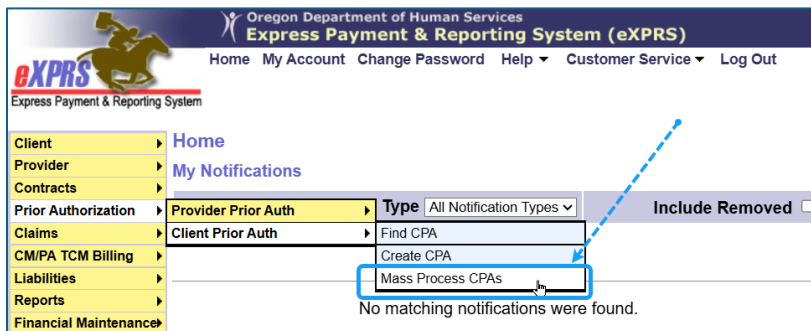
eXPRS allows for the submission of multiple CPAs at one time. This feature is most useful during the Biennium Rollover process when large amounts of CPAs are created for the new biennium and need to be submitted.

The user must have one of the following roles to use this page:

- **CPA Manager**
- **State CPA Approver**

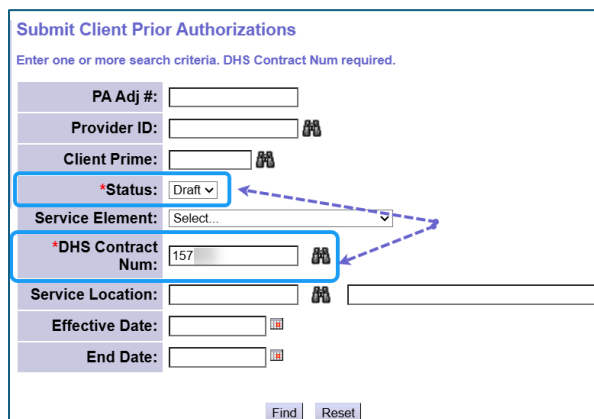
How to Submit Multiple CPAs as a Batch

- 1) Log into eXPRS and select **Prior Authorization > Client Prior Auth > Mass Process CPAs**



The screenshot shows the eXPRS home page with a left-hand navigation menu. The menu items are: Client, Provider, Contracts, Prior Authorization, Claims, CM/PA TCM Billing, Liabilities, Reports, and Financial Maintenance. The 'Prior Authorization' menu is expanded, showing 'Provider Prior Auth' and 'Client Prior Auth'. The 'Client Prior Auth' menu is further expanded, showing 'Find CPA', 'Create CPA', and 'Mass Process CPAs'. The 'Mass Process CPAs' option is highlighted with a blue box. A blue dashed arrow points from the 'Mass Process CPAs' option to the 'Include Removed' checkbox, which is currently unchecked. Below the menu, the text 'No matching notifications were found.' is displayed.

- 2) Enter Search criteria to return the CPAs you want to submit¹ and then select **Find**. The **Status** and **DHS Contract Num** fields are required.

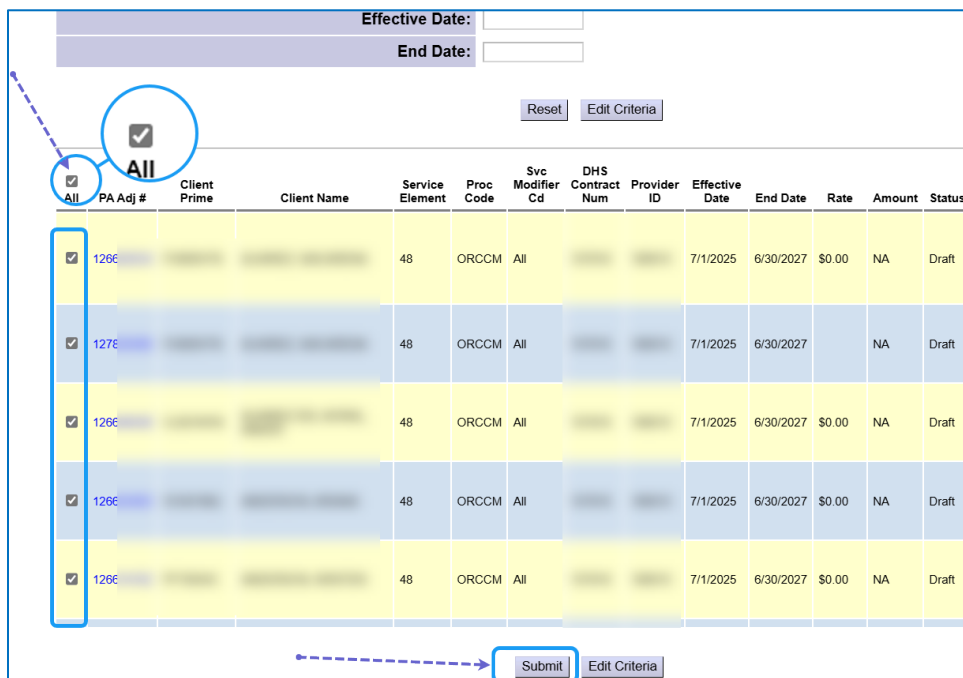


The screenshot shows the 'Submit Client Prior Authorizations' search form. The form has a title 'Submit Client Prior Authorizations' and a subtitle 'Enter one or more search criteria. DHS Contract Num required.' The form contains several input fields: 'PA Adj #', 'Provider ID', 'Client Prime', '*Status' (a dropdown menu with 'Draft' selected), 'Service Element' (a dropdown menu with 'Select...' selected), '*DHS Contract Num' (a text input field with '157' entered), 'Service Location', 'Effective Date', and 'End Date'. The '*Status' and '*DHS Contract Num' fields are highlighted with blue boxes. A blue dashed arrow points from the '*Status' field to the '*DHS Contract Num' field. At the bottom of the form, there are 'Find' and 'Reset' buttons.

TIP: When searching for CPAs as part of a biennium rollover, use an **Effective Date** of July 1st for the new biennium. For example, 07/01/2025.

¹ Submitting multiple CPAs is only allowable for CPAs in draft or pending status.

- 3) From the Results List, select the checkboxes for each CPA you want to submit, and then select the **Submit** button. You can also select the **All** Checkbox to select all CPAs in the list.



Effective Date: End Date:

<input checked="" type="checkbox"/>	PA Adj #	Client Prime	Client Name	Service Element	Proc Code	Svc Modifier Cd	DHS Contract Num	Provider ID	Effective Date	End Date	Rate	Amount	Status
<input checked="" type="checkbox"/>	1266			48	ORCCM	All			7/1/2025	6/30/2027	\$0.00	NA	Draft
<input checked="" type="checkbox"/>	1276			48	ORCCM	All			7/1/2025	6/30/2027		NA	Draft
<input checked="" type="checkbox"/>	1266			48	ORCCM	All			7/1/2025	6/30/2027	\$0.00	NA	Draft
<input checked="" type="checkbox"/>	1266			48	ORCCM	All			7/1/2025	6/30/2027	\$0.00	NA	Draft
<input checked="" type="checkbox"/>	1266			48	ORCCM	All			7/1/2025	6/30/2027	\$0.00	NA	Draft

TIP: When you are submitting a large number of CPAs, you should immediately log out of eXPRS and log back in after selecting the **Submit** button. This ensures that the CPAs will continue to process in the background until completion. After doing this, you can periodically return to this page or the **Find CPA** page to check the progress of the CPAs².

² For example, at 8:00AM in the morning, you might submit 1,000 draft CPAs. When you return and search for the CPAs using this page at 10:00AM, now there are only 300 draft CPAs that remain. By checking throughout the day, you'll see the number continue to decrease.

- 4) If you have not closed the page, then once eXPRS processes the CPAs you will see a confirmation page showing the results of your action.

Submit Client Prior Authorizations Results								
PA Adj #	Client Prime	Client Name	Service Element	Provider ID	Effective Date	End Date	Status	Notes
								Created for 2025-2027 Rollover 04/22/2025 -
126			48		7/1/2025	6/30/2027	Draft	
126			48		7/1/2025	6/30/2027	Accepted	Created for 2025-2027 Rollover
126			48		7/1/2025	6/30/2027	Accepted	Created for 2025-2027 Rollover
126			48		7/1/2025	6/30/2027	Accepted	Created for 2025-2027 Rollover
126			48		7/1/2025	6/30/2027	Accepted	Created for 2025-2027 Rollover
126			48		7/1/2025	6/30/2027	Accepted	Created for 2025-2027 Rollover

If the CPA(s) you clicked did not successfully submit, there will be information in the **Notes** column. See the **CPA Problem Solving Matrix** on the eXPRS Help Menu to troubleshoot issues preventing a CPA from successfully submitting.