How to Bill for OR004-Mileage Transportation Services in eXPRS Plan of Care for DD PSWs
(updated 3/30/2022)

Community Transportation services are allowed for an eligible individual via Oregon's Medicaid State Plan – Community Option K (aka: K Plan). eXPRS utilizes a variety of service procedure codes to describe and authorize Community Transportation services. One of the Community Transportation service codes in eXPRS is **OR004-Mileage**. There are 2 service modifiers that are used with code OR004 to further define the mileage service.

- OR004-**WD** = mileage for transportation of the individual **TO/FROM WORK**.
- OR004-**WE** = mileage for transportation of the individual to access the general **COMMUNITY** (not work related).

Under these codes, PSW providers can receive reimbursement for mileage transportation provided to an eligible individual. This assistance guide will outline how to bill for **OR004-Mileage** Transportation in eXPRS.

Important information on billing for OR004-Mileage:

- **OR004-Mileage** billing is done by listing the ***TOTAL miles driven for an individual on the day*** the individual was driven. It is ODDS' expectation that providers bill for each day driven separately by date, and to not bill once per month for the month's total miles for an individual.

     ***Example*:**
     3/17/2022 = 12.7 miles
     3/21/2022 = 8 miles   ***VS***   3/31/2022 = 31 miles total
     3/29/2022 = 10.3 miles

- If an individual has multiple, separate trips in a single day, then you would sum the total miles from all trips on that day and bill the summed total for that date for the individual.
  - ***Example***:
    - On 3/17/2022, the provider drove the individual in 3 separate trips:
      - ✓ Trip 1 = 5.3 miles
      - ✓ Trip 2 = 3.0 miles
      - ✓ Trip 3 = 4.4 miles
    - The provider would bill for 3/17/2022 a total of 12.7 miles for the individual (the sum of the 3 trips).

- There is no system pro-ration for **OR004-Mileage** for when multiple individuals are driven by the provider at the same time. Of the total miles driven on a date, the provider must first determine how many of the total miles is attributed to each individual driven, and then bill that adjusted sum total for each individual for the day.
  - ***Example***:
    - On 3/21/2022, the provider drove 2 individuals together a total of 16 miles.
    - The provider would bill:
      - ○ Individual 1 on 3/21/2022 for 8 miles
      - ○ Individual 2 on 3/21/2022 for 8 miles
    - Between the 2 individuals' billings, the provider is reimbursed for the total 16 miles driven on 3/21/2022.

- The [ODDS In-Home Expenditure Guidelines](#) pages 38 - 40, outline the service allowance parameters for Transportation services, including **OR004-Mileage**:
  - Transportation services are those services *"… that allow individuals to gain access to waiver services, community services, activities and resources that are not medical in nature."*
  - They are *"… provided in the area surrounding the home of the individual that is commonly used by people in the same area to obtain ordinary goods and services."*
  - Reimbursement to providers for **OR004-Mileage** *"…may only be applied when:*
    - ○ *the individual is in the vehicle with the paid provider,*
    - ○ *the vehicle is owned by or leased to the driver who is being paid for a simultaneous service (i.e. hourly attendant care, daily relief care).*
    - ○ *a PSW providing transportation and being reimbursed for mileage must be paid an hourly wage as well."*

To bill for OR004-Mileage services provided:

1. Log in to eXPRS.

2. From the left-hand menu click on **Create Service Delivered from Single Authorization**.

3. In the **Create Service Delivered Entries from Single Service Authorization** page, search for your **OR004-Mileage** authorizations using the **Effective Date** & **End Date** fields for the dates you provided the service. You can also select **OR004-Mileage** from the **Procedure Code** dropdown to filter to just those service authorizations, if you wish.

Then click **Find** to search for your active **OR004-Mileage** service authorizations to bill against.

4. From the search results list returned, click on the $\color{green}{\$}$ to the far right of the authorization you wish to bill against.

5. In the **Service Delivered by Service Authorization** page, enter the **Date** and **Total Miles** driven information for the individual for a single date.

6. With the data entered, click **Save All** to save the information and display another blank row to add the next billing entry. Continue to enter additional dates driven for the indiviudal and the total miles for each date.

Click **Save All** after each billing entry to save it.

7. Will all the billing entries needed entered & saved as *draft*, check the box(es) to the far left of each billing entry you wish to be reimbursed for, and then click **Submit** to submit them for payment processing.

8. Once processed through system validations, the **OR004-Mileage** billings will move out of a status of *draft*. If all validations clear, the billings will move to a status of *pending*. This means they are ready to be printed onto PSW mileage sheets for the authorizing CDDP or Brokerage to review before releasing them for payment processing.

9. Repeat steps #4 - #8 to bill **OR004-Mileage** for other individuals, as needed.

10. If when submitted there are SD billing entries for **OR004-Mileage** that **do not** move to a status of *approved* or *pending*, providers can use the **Service Delivered Problem Solving Matrix**, availble on the **eXPRS Help Menu,** to assist in troubelshooting.