

How to Access/Run the Payment Detail Report

(updated 1/13/2022)

The **Payment Detail** report is available in eXPRS to assist providers (Agency, Foster Care, CME) track your payments received for the services you have delivered. This report will include payments made for traditional CPA service claims processed, as well as the aggregated claims processed for Plan of Care (POC) authorized services.

The report will show information for each SFMA Run ID and payment process date for claims processed for the provider.

→ **NEW INFORMATION**: Due to data volume limitations with the new reports format, this report has been modified to only show payment information without the individual claims detail.

See information in **Addendum A** at the end of this guide for instructions on how to search for a list of individual claims processed/paid in a specific SFMA Run ID.

To view the any PLA details for a specific payment run/SFMA Run ID, please use the **Payment PLA Detail** report.

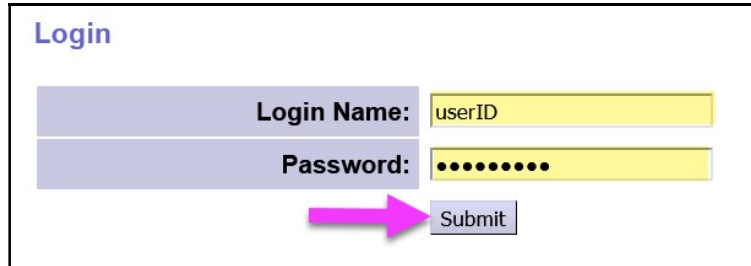
The report will be divided into sections showing payments by:

- The authorizing contractor entity (County/**CDDP or Brokerage**)
- The **service element** the service paid was authorized under

Please note that this report is a static report. It will show data as it existed at the time the payment cycle was processed. Approved/paid claims that were later voided will show as paid on this report when they were originally paid. If a claim was later voided after it was paid, its amount will also show up in the report as a part of any PLA amount recovered by a future approved/paid claim.

To access & run the **Payment Detail** report:

1. Log in to eXPRS.



Login

Login Name: userID

Password: ●●●●●●

Submit

2. From the left-hand menu, click on **Reports** → **Payment Detail**.



Client ▶ Home

Provider ▶ My Notifications

Contracts ▶

Prior Authorization ▶ Filtered By Type All No

Plan Of Care ▶

Claims ▶

Liabilities ▶

Reports ▶ Client Enrollment

Financial Maintenance ▶ Client Liability

CPA Unclaimed Balance

Outstanding Provider Liability

Payment Detail

Provider Payment Summary

Remittance Advice

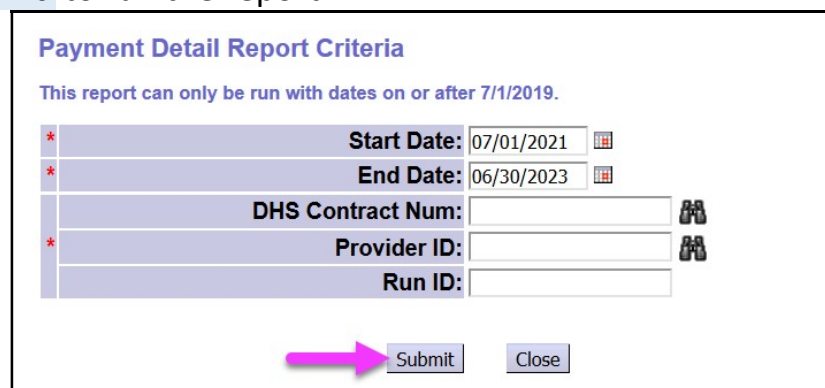
Remittance Advice Monthly

Suspended Claim

Oregon Department
500 Summer St. NE
Salem, OR · 97301

3. You'll now be in the **Payment Detail Report Criteria** page. The date range will default to the current biennium, but you can change the date range if you wish. No additional search criteria are needed by Agency or Foster Care Provider users, but additional criteria may be added, if desired.

Click **Submit** to run the report.



Payment Detail Report Criteria

This report can only be run with dates on or after 7/1/2019.

* Start Date: 07/01/2021

* End Date: 06/30/2023

DHS Contract Num:

* Provider ID:

Run ID:

Submit Close

- If payment data is available for the criteria entered, the report will return displaying the payment information.

If you have services authorized by multiple CMEs, you'll see each payment information by CME separately for a specific SMFA **Run ID**.

The most recent payment data will show at the top of the report.

File View Export << 1 of 1 >> Print now

Oregon Department of Human Services
Express Payment & Reporting System (eXPRS)

Payment Detail Summary
From 7/1/2021 to 6/30/2023

SE	Provider Liability	Approved Claims	Net Payment
49	\$0.00	\$3,764.79	\$3,764.79
151	\$0.00	\$2,709.57	\$2,709.57
Provider Total:	\$0.00	\$6,474.36	\$6,474.36
Run Total:	\$0.00	\$6,474.36	\$6,474.36

Contract: 1****6 Oregon County
Run ID: 4*****8 12/21/2021
Provider: 1***2 Agency Provider Inc

Run ID: 4*****0 12/7/2021
Provider: 1***2 Agency Provider Inc

SE	Provider Liability	Approved Claims	Net Payment
49	\$0.00	\$424.14	\$424.14
51	\$0.00	\$2,416.73	\$2,416.73
151	\$0.00	\$201.44	\$201.44
Provider Total:	\$0.00	\$3,042.31	\$3,042.31
Run Total:	\$0.00	\$3,042.31	\$3,042.31

0 12/6/2021

- You can also **Export** or **Print** the report for use outside of eXPRS, as needed. Just use the options available in the report menu bar.

File View Export << 1 of 1 >> Print now

Oregon Department of Human Services
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Provider Total:	\$0.00	\$6,474.36	\$6,474.36
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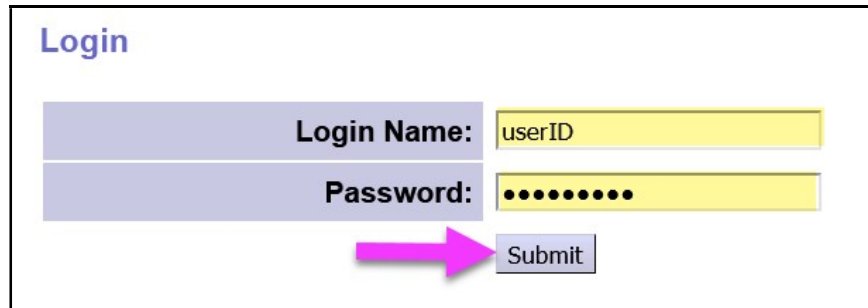
Contract: 1****6 Oregon County
Run ID: 4*****8 12/21/2021
Provider: 1***2 Agency Provider Inc

0 12/7/2021

ADDENDUM A:

How to find individual claims data for a specific SFMA Run ID.

1. Log in to eXPRS.



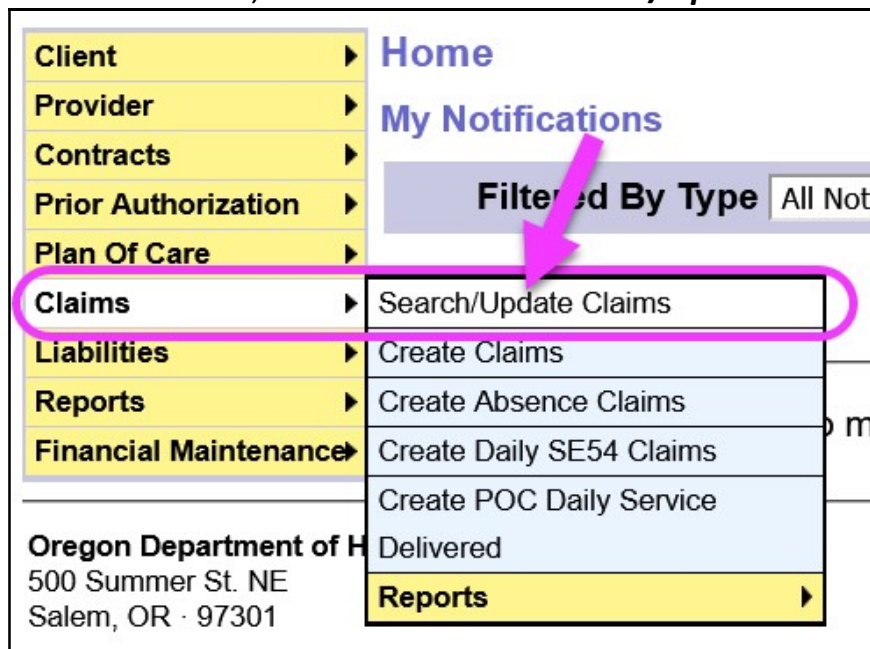
Login

Login Name: userID

Password:

Submit

2. From the left-hand menu, click on **Claims** → **Search/Update Claims**.



Client ▶ Home

Provider ▶ My Notifications

Contracts ▶

Prior Authorization ▶

Plan Of Care ▶

Claims ▶ Search/Update Claims

Liabilities ▶ Create Claims

Reports ▶ Create Absence Claims

Financial Maintenance ▶ Create Daily SE54 Claims

Created

Delivered

Reports ▶

Filtered By Type All Noti

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3. In the **Claims Search** page, enter the payment SMFA Run ID number for a payment run from the Payment Detail report in the **Run ID** field.

If your report has payments listed as paid from multiple CMEs, you may want to include that CME's contract number in the **DHS Contract Num** field in your search criteria.

With your search criteria entered, click **Find**. This will bring back a list of claims that were processed/paid in that payment run (for that contract, if a contract number is used).

Claims Search

Claim ICN: Status: Select... v

Service Element: v

Procedure Code: v

Svc Modifier Cd: v

Check Number:

Run ID:

DHS Contract Num:

Provider ID:

Service Location:

Effective Date:

Exact: Yes No

Created From:

Submitted From:

Claim Type: Select... v

Exception Code:

Exclude Exception Code:

PA Adj #:

Show Notes?: Yes No

Payment Status: Select... v

Claim Modifier Reason: Select... v

Client Prime:

Pay To Provider ID:

End Date:

Exact: Yes No

Created To:

Submitted To:

Exclude SPA Absence Claim Type: Yes No

Suspense Location: Select... v

Created By:

Show Exception Code Desc?: Yes No

Max Displayed: 25 v

Show Run ID/Date? Yes No

Find Reset

4. When your list of claims returns, you can use the export options at the far right of the results list to export the information for use outside of eXPRS, as needed.

Show Notes?: Yes No

Export options: CSV | Excel | PDF | RTF

Claim ICN	Client Prime	Client Name	Service Element	Procedure Code	Net Payment	Status	Run ID	Paid Date	Exception Code
2021 0001			149	OR526	\$129.56	Approved	4 8	12/21/2021	
2021 1001			151	OR526	\$2,429.50	Approved	4 8	12/21/2021	
2021 2001			49	OR526	\$128.28	Approved	4 8	12/21/2021	
2021 6001			54	OR542	\$1,296.61	Approved	4 8	12/21/2021	