

How to Run & Use the Remittance Advice Monthly Summary Report – CMEs

(5/8/2020)

The **Remittance Advice Monthly Summary** report is useful for CDDPs & Brokerages to see a summary of their eXPRS payments for a specific calendar month. This report returns as an Excel spreadsheet that can be saved & then used offline to track payments for services provided. Using this report in combination with the **RFFS Payment Detail** report should give the CDDP or Brokerage information on their payments received for a calendar month.

To Run & Use the Remittance Advice Monthly report:

1. Login to eXPRS.
2. From the left-hand menu, click on **Reports** → **Remittance Advice Monthly**.



3. In the search page that opens, select the **Month** you wish to view payments for (eXPRS will default to the current month), then click **SUBMIT**. For you as an a CDDP or Brokerage, you won't need to use any other search criteria unless you are searching for payments specific to one of your CME provider records.

Remittance Advice Monthly Report Criteria

Report is pulled by specific month only. For the criteria selected, will generate a monthly summary report of all SFMA payments made in that month in an Excel spreadsheet format.

Month: April 2020

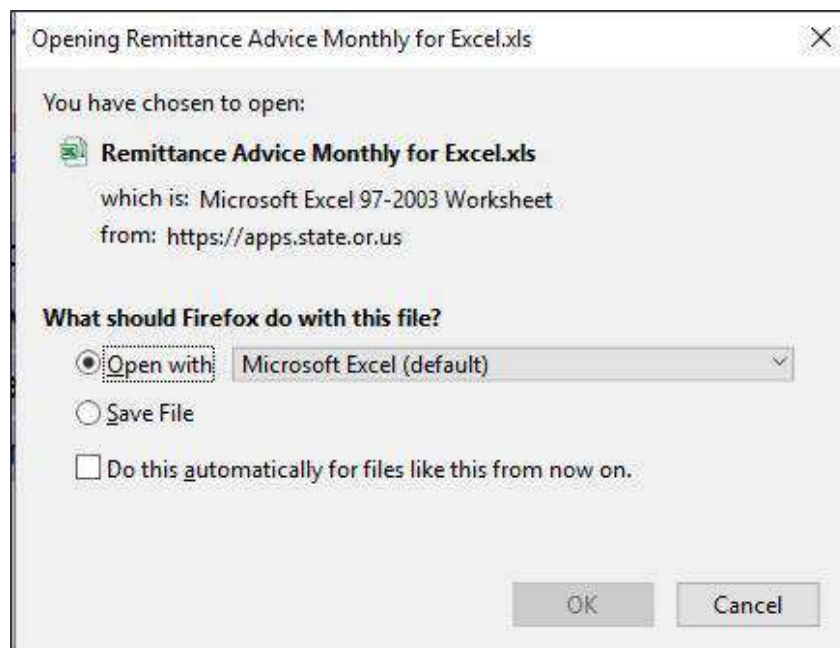
DHS Contract Num: []

Provider ID: []

Service Element: All

Submit **Close**

4. eXPRS will show you a pop up to open or save the file as an Excel document.



5. Once you've opened the Excel document, there are a few quick sort/filter things to do, to easily see your information.
 - Sort the list by the **Run ID**. This will give you a chronological history of payments for the month.

Remittance Advice Monthly						
For date span 4/1/2020 - 4/30/2020						
Run Date	Run Id	ICN	Replaces	Prime	Client Last Name	
4/1/2020 6:01:32 PM	360094804	2020			LAST	
4/2/2020 5:31:02 PM	360259879	2020		xxx0000x	LAST	
4/2/2020 5:31:02 PM	360259879	2020		xxx0000x	LAST	
4/2/2020 5:31:02 PM	360259879	2020		xxx0000x	LAST	
4/10/2020 9:40:43 AM	362358578	2020		xxx0000x	LAST	
4/10/2020 9:40:43 AM	362358578	2020		xxx0000x	LAST	
4/10/2020 9:40:43 AM	362358578	2020		xxx0000x	LAST	
4/16/2020 5:31:15 PM	363268234	2020		xxx0000x	LAST	
4/16/2020 5:31:15 PM	363268234	2020	-----9	xxx0000x	LAST	
4/16/2020 5:31:15 PM	363268234	2020	-----10	xxx0000x	LAST	
4/17/2020 5:31:06 PM	363523023	2020	-----11	2020-----x	xxx0000x	LAST
4/2/2020 5:31:02 PM	360259879	2020	-----12	xxx0000x	LAST	
4/2/2020 5:31:02 PM	360259879	2020	-----13	xxx0000x	LAST	
4/10/2020 9:40:43 AM	362358578	2020	-----14	xxx0000x	LAST	
4/10/2020 9:40:43 AM	362358578	2020	-----15	xxx0000x	LAST	
4/10/2020 9:40:43 AM	362358578	2020	-----16	xxx0000x	LAST	
4/16/2020 5:31:15 PM	363268234	2020	-----17	xxx0000x	LAST	
4/16/2020 5:31:15 PM	363268234	2020	-----18	xxx0000x	LAST	
4/17/2020 5:31:06 PM	363523023	2020	-----19	2020-----x	xxx0000x	LAST
4/1/2020 6:01:32 PM	360094804	2020	-----20	xxx0000x	LAST	
4/10/2020 9:40:43 AM	362358578	2020	-----21	xxx0000x	LAST	
4/10/2020 9:40:43 AM	362358578	2020	-----22	xxx0000x	LAST	
4/10/2020 9:40:43 AM	362358578	2020	-----23	xxx0000x	LAST	

Sort the list by the Run ID column

- Next, you will need to remove all the payment rows that are not directly paid to one of your CME’s provider records. Filter the **Provider Name** column & unselect your CME provider records.

Billed Units	Billed Amount	Offset Amount	Payment Amount	Service Element	Claim Status	Provider ID	Provider Name	DH Cont
1	\$3,057.08		\$3,057.08	2	Approved	#####	Agency Provider	
1	\$1,997.50		\$1,997.50	158	Approved	#####	CME 49 Comp in Home Supp Ser	
1	\$4,412.59		\$4,412.59	50	Approved	#####	CME Abuse Investigation Service	
1	\$26.20		\$26.20		Approved	#####	CME DD 57 Special Projects Provi	
2	\$39.89		\$39.89		Approved	#####	CME DD Local Administration Pro	
1	\$35.46		\$35.46		Approved	#####	CME Long Term Support for Chil	
41					Approved	#####	FC Provider	
1					Approved	#####		
1					Approved	#####		
1					Approved	#####		
1					Approved	#####		
1					Approved	#####		
1					Approved	#####		
5					Approved	#####		
1					Approved	#####		
37	\$32,000.00		\$32,000.00		Approved	#####		
1	\$2,800.00		\$2,800.00		Approved	#####		
1	\$24.25		\$24.25		Approved	#####		
1	\$3,119.99		\$3,119.99		Approved	#####		
1	\$3,421.29	\$513.50	\$2,907.79	158	Approved	#####		
6	\$67.08		\$67.08	64	Approved	#####		
1	\$17.73		\$17.73	54	Approved	#####		
0	\$14.18		\$14.18	54	Approved	#####		
8	\$124.78		\$124.78	151	Approved	#####		
8	\$10.63		\$10.63	151	Approved	#####		
8	\$4.83		\$4.83	151	Approved	#####		
8	\$11.26		\$11.26	151	Approved	#####		
	\$3,375.10		\$3,375.10	50	Approved	#####		

Filter the Provider Name column to exclude provider records for your CME.

Provider Name filter dialog box showing a list of providers with checkboxes. The 'FC Provider' checkbox is checked, while others are unchecked.

- With the CME provider records sorted out/excluded, delete the remaining payment rows for all OTHER providers from the spreadsheet.

Remittance Advice Monthly									
For date span 4/1/2020 - 4/30/2020									
Run Date	Run Id	ICN	Payment Amount	Service Element	Claim Status	Provider ID	Provider Name		
4/2/2020 5:31:02 PM	360259879	2020-----2	\$1,997.50	158	Approved	#####	FC Provider		
4/2/2020 5:31:02 PM	360259879	2020-----3	\$4,412.59	50	Approved	#####	Agency Provider		
4/2/2020 5:31:02 PM	360259879	2020-----4	\$26.20	53	Approved	#####	Agency Provider		
4/10/2020 9:40:43 AM	362358578	2020-----5	\$39.89	54	Approved	#####	Agency Provider		
4/10/2020 9:40:43 AM	362358578	2020-----6		54	Approved	#####	Agency Provider		
4/10/2020 9:40:43 AM	362358578	2020-----7		54	Approved	#####	Agency Provider		
4/16/2020 5:31:15 PM	363268234	2020-----8			Approved	#####	Agency Provider		
4/16/2020 5:31:15 PM	363268234	2020-----9			Approved	#####	Agency Provider		
4/16/2020 5:31:15 PM	363268234	2020-----10			Approved	#####	Agency Provider		
4/17/2020 5:31:06 PM	363523023	2020-----11			Approved	#####	Agency Provider		
4/2/2020 5:31:02 PM	360259879	2020-----12			Approved	#####	Agency Provider		
4/2/2020 5:31:02 PM	360259879	2020-----13			Approved	#####	Agency Provider		
4/10/2020 9:40:43 AM	362358578	2020-----14			Approved	#####	Agency Provider		
4/10/2020 9:40:43 AM	362358578	2020-----15			Approved	#####	Agency Provider		
4/10/2020 9:40:43 AM	362358578	2020-----16			Approved	#####	Agency Provider		
4/16/2020 5:31:15 PM	363268234	2020-----17			Approved	#####	Agency Provider		
4/16/2020 5:31:15 PM	363268234	2020-----18			Approved	#####	Agency Provider		
4/17/2020 5:31:06 PM	363523023	2020-----19			Approved	#####	Agency Provider		
4/1/2020 6:01:32 PM	360094804	2020-----20		158	Approved	#####	FC Provider		
4/10/2020 9:40:43 AM	362358578	2020-----21	\$70.00	54	Approved	#####	Agency Provider		
4/10/2020 9:40:43 AM	362358578	2020-----22	\$17.73	54	Approved	#####	Agency Provider		
4/10/2020 9:40:43 AM	362358578	2020-----23	\$14.18	54	Approved	#####	Agency Provider		
4/10/2020 9:40:43 AM	362358578	2020-----24	\$124.78	151	Approved	#####	PSW Provider		
4/10/2020 9:40:43 AM	362358578	2020-----25	\$10.63	151	Approved	#####	PSW Provider		
4/10/2020 9:40:43 AM	362358578	2020-----26	\$4.83	151	Approved	#####	PSW Provider		
4/15/2020 5:31:16 PM	362926770	2020-----27	\$11.26	151	Approved	#####	PSW Provider		
4/2/2020 5:31:02 PM	360259879	2020-----28	\$3,375.10	50	Approved	#####	Agency Provider		
4/16/2020 5:31:15 PM	363268234	2020-----29	\$3,269.62	50	Approved	#####	Agency Provider		
4/17/2020 5:31:06 PM	363523023	2020-----30	\$3,596.58	50	Approved	#####	Agency Provider		
4/10/2020 9:40:43 AM	362358578	2020-----31	\$1,214.25	151	Approved	#####	PSW Provider		
4/10/2020 9:40:43 AM	362358578	2020-----32	\$106.85	151	Approved	#####	PSW Provider		

Delete the payment rows that are remaining for non CME providers.

Resort the spreadsheet to show just the provider record lines for your CME.

- With the sorted & showing only payment rows for your CME provider records, separate the rows into separate the Run ID/Date blocks by adding a few blank rows in between them.

Remittance Advice Monthly									
For date span 4/1/2020 - 4/30/2020									
Run Date	Run Id	ICN	Payment Amount	Service Element	Claim Status	Provider ID	Provider Name		
4/1/2020 6:01:32 PM	360094804	2020-----1			Approved	#####	CME DD Local Administration Provider		
4/1/2020 6:01:32 PM	360094804	2020-----1			Approved	#####	CME DD Local Administration Provider		
4/1/2020 6:01:32 PM	360094804	2020-----1	\$19,942.37	55	Approved	#####	CME Abuse Investigation Services Provider		
4/10/2020 9:40:43 AM	362358578	2020-----1	\$116.75	49	Approved	#####	CME 49 Comp in Home Supp Services		
4/10/2020 9:40:43 AM	362358578	2020-----1	\$500.00	49	Approved	#####	CME 49 Comp in Home Supp Services		
4/10/2020 9:40:43 AM	362358578	2020-----1	\$156.95	151	Approved	#####	CME Long Term Support for Children Provider		
4/10/2020 9:40:43 AM	362358578	2020-----1	\$43.97	151	Approved	#####	CME Long Term Support for Children Provider		
4/15/2020 5:31:16 PM	362926770	2020-----1	\$650.00	57	Approved	#####	CME DD 57 Special Projects Provider		
4/17/2020 5:31:06 PM	363523023	2020-----1	\$107.25	49	Approved	#####	CME 49 Comp in Home Supp Services		

Insert blank rows between Run ID Numbers/Dates

- With the date blocks separated, sum the **Payment Amount** column for each Run ID/Date block to see the total payment to you for that block of data.

Run Date	Run Id	ICN	Offset amount	Payment Amount	Service Element	Claim Status	Provider ID	Provider Name	
4/1/2020 6:01:32 PM	360094804	2020-----1		\$3,057.08	2	Approved	#####	CME DD Local Administration Provider	
4/1/2020 6:01:32 PM	360094804	2020-----1		\$87,287.58	2	Approved	#####	CME DD Local Administration Provider	
4/1/2020 6:01:32 PM	360094804	2020-----1		\$19,942.37	55	Approved	#####	CME Abuse Investigat on Services Provider	
				\$110,287.03					
4/10/2020 9:40:43 AM	362358578	2020-----1	1	\$116.75	49	Approved	#####	CME 49 Comp in Home Supp Services	
4/10/2020 9:40:43 AM	362358578	2020-----1	1	\$500.00	49	Approved	#####	CME 49 Comp in Home Supp Services	
4/10/2020 9:40:43 AM	362358578	2020-----1	1	\$156.95	151	Approved	#####	CME Long Term Support for Children Provider	
4/10/2020 9:40:43 AM	362358578	2020-----1	1	\$43.97	151	Approved	#####	CME Long Term Support for Children Provider	
				\$817.67					
4/15/2020 5:31:16 PM	362926770	2020-----1		\$650.00	57	Approved	#####	Special Projects Provider	

Sum the Payment Amount column by Run ID/Date section

The deposit to your bank account will likely show as a few dates AFTER the date listed for the Run ID/Date block of data. This should hopefully show you the details for each deposit. If you have Run ID blocks that are very close in date (like consecutive days), your deposit may be as sum total of a couple of Run ID blocks on the spreadsheet.

You may also need to use this report in combination with the **RFFS Payment Detail** to give you a complete accounting of your payments received for a calendar month.