

How to Submit Multiple CPAs as a Batch

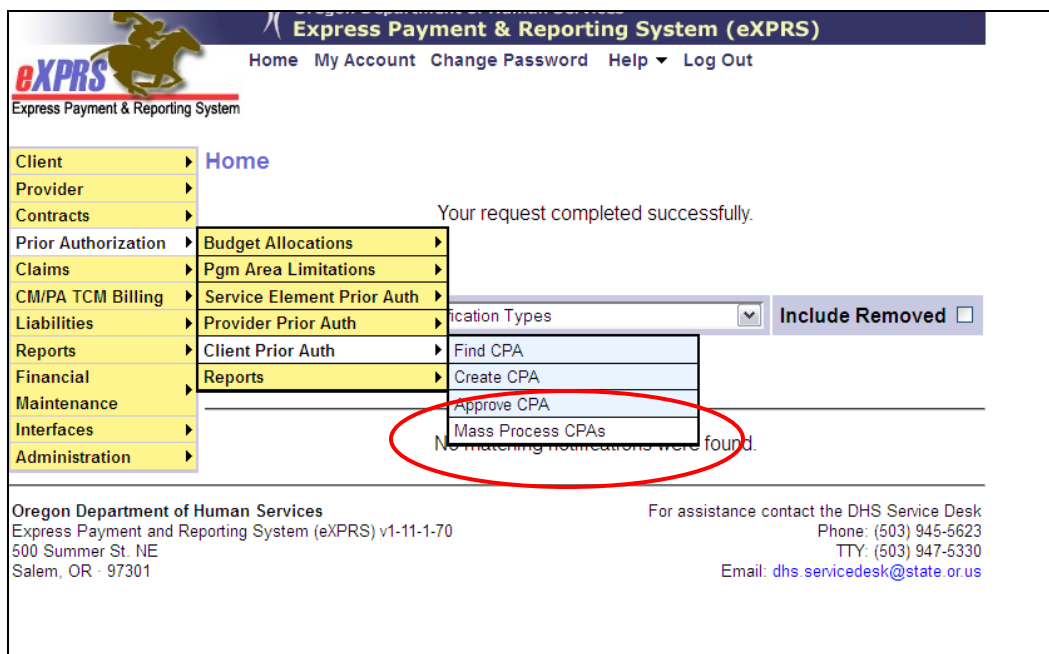
eXPRS has been updated to allow for the submission of multiple CPAs in a batch at one time. This feature will be most useful during biennial roll over processes when CPAs are created and rolled over to the new contract period in mass. Being able to submit multiple CPAs at one time will save a great deal of time for those reviewing and submitting numerous CPAs.

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

The user must have the **CPA Manager** or **State CPA Approver** role to submit multiple CPAs.

To submit multiple CPAs as a batch:

1. Log in to eXPRS.
2. From the **yellow** left-hand navigation menu, select **PRIOR AUTH → CLIENT PRIOR AUTH → MASS PROCESS CPAs**. This will take you to the Submit Client Prior Authorizations search page.



Express Payment & Reporting System (eXPRS)

Home My Account Change Password Help Log Out

Express Payment & Reporting System

Client Home

Provider

Contracts

Prior Authorization Budget Allocations

Claims Pgm Area Limitations

CM/PA TCM Billing Service Element Prior Auth

Liabilities Provider Prior Auth

Reports Client Prior Auth

Financial Reports

Maintenance

Interfaces

Administration

Your request completed successfully.

Prior Authorization Types Include Removed

Find CPA

Create CPA

Approve CPA

Mass Process CPAs

No matching nominations were found.

Oregon Department of Human Services
Express Payment and Reporting System (eXPRS) v1-11-1-70
500 Summer St. NE
Salem, OR - 97301

For assistance contact the DHS Service Desk
Phone: (503) 945-5623
TTY: (503) 947-5330
Email: dhs.servicedesk@state.or.us

3. Once in the **Submit Client Prior Authorization** page, enter the criteria you need to get the CPAs you need to submit. The more search criteria you enter, the narrower the search results will return.

- **DHS Contract Num** = the appropriate contract number for the date range/biennium you need. **This is required information – (*)**.

You can also include additional search information.

For example:

- To search for CPAs by monthly date range increments, enter dates in the **Effective Date** and the **End Date** windows.
- To search for CPAs by specific individual, enter their **Client Prime** number.
- To search for CPAs by a specific service type, select the service from the **Service Element** drop down menu.

4. With the search criteria information entered, click **FIND**. You should now have a list of CPAs available for submission.

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

Home My Account Change Password Help Log Out
Logged in as test - All my Organizations and Program Areas

Express Payment & Reporting System

Submit Client Prior Authorizations

Enter one or more search criteria. DHS Contract Num required.

PA Adj #:

Provider ID:

Client Prime:

*Status: Draft

Service Element: Select...

*DHS Contract Num:

Service Location:

Effective Date:

End Date:

Find Reset

Enter your DHS Contract Number here.

Click **FIND** to get a list of CPAs.

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- Now that you have your list of CPAs to submit, you can click in the **far left box** next to the CPA(s) you wish to submit. Or click the box **“ALL”** at the top of the far left column to select all the CPAs in the list.

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

Home My Account Change Password Help Log Out

Express Payment & Reporting System

Client Submit Client Prior Authorizations

Provider Enter one or more search criteria. DHS Contract Num required.

Contracts

Prior Authorization PA Adj #:

Claims Provider ID:

CM/PA TCM Billing Client Prime:

Liabilities Status: Draft

Reports Service Element: Select...

Financial DHS Contract Num:

Maintenance Service Location:

Interfaces Effective Date:

Administration End Date:

Reset Edit Criteria

All	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	Service Location	Assigned Brokerage
<input type="checkbox"/>	783965			148	PATCM	All			7/1/2013	12/31/2013	\$153.54	\$28,251.38	Draft		
<input type="checkbox"/>	781272			118	PATCM	All			7/1/2013	12/31/2013	\$153.54	\$28,251.38	Draft		
<input type="checkbox"/>	782082			148	PATCM	All			7/1/2013	12/31/2013	\$153.54	\$28,251.38	Draft		
<input type="checkbox"/>	70E144			140	PATCM	All			7/1/2013	12/31/2013	\$153.54	\$28,251.38	Draft		

Submit Edit Criteria

CPAs found: 7

Oregon Department of Human Services
Express Payment and Reporting System (eXPRS) v1-11-1-73
500 Summer St. NE
Salem, OR 97331

For assistance contact the DHS Service Desk
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TTY: (503) 947-5330
Email dhs.servicedesk@state.or.us

- Click **SUBMIT**.

7. You will get a confirmation page showing the results of your action. If the CPA(s) you clicked did not successfully submit, there will be information in the **NOTES** column at the far right.

BUT ... you do not have to wait. You have several options. You can log out and check on your CPAs submitted at a later time, you can click **Edit Criteria** to change the criteria entered to submit additional CPAs if you have them, or click **Home** at the top of the page to perform other work in eXPRS.

- You may wish to review a ***CPA Problem Solving Matrix*** from the eXPRS **Help** menu for assistance in resolving the issue preventing the CPA from successfully submitting.