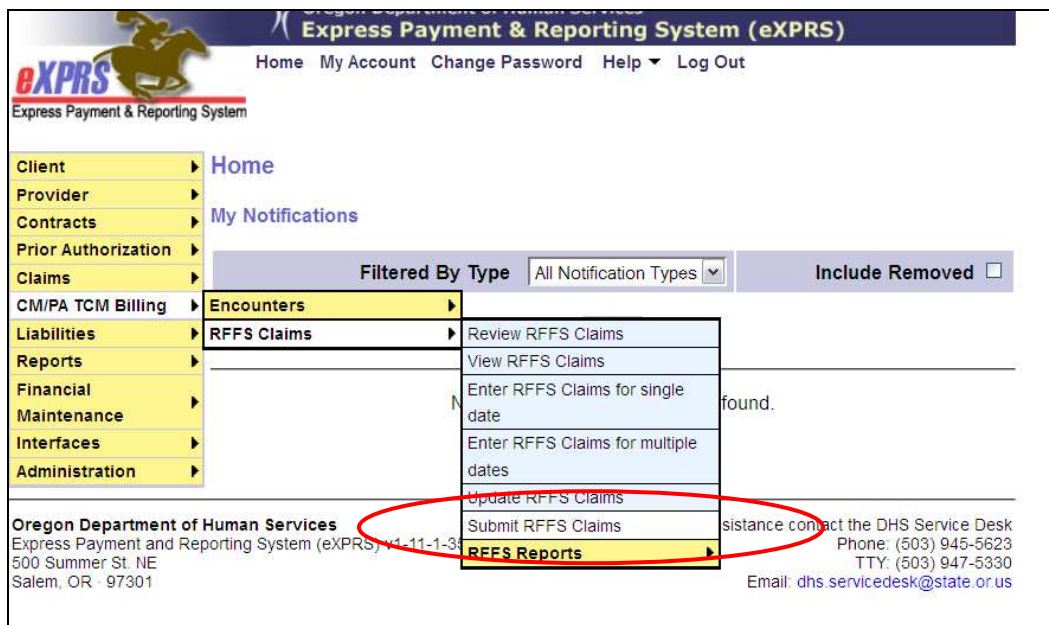


How to Submit Multiple SE48 or SE148 RFFS Claims as a Batch

eXPRS has a feature that will enable a user with the **CM/PA Encounter Manager** role to submit a group of **draft** or **suspended** RFFS claims as a batch, instead of individually (one-by-one). To use this function, the RFFS claim must already be created and saved as a **draft**, or previously submitted but has **suspended** for some reason.

To submit a group of *draft* or *suspended* RFFS claims follow the below steps:

1. Login to eXPRS. You must have the provider role of **CM Encounter Manager** or **PA Encounter Manager** and logged in as the CM Provider to do this work.
2. From the **yellow** left-hand navigation menu, click on **CM/PA TCM BILLING → RFFS CLAIMS → SUBMIT RFFS CLAIMS**.



The screenshot shows the eXPRS web application interface. The top navigation bar includes 'Home', 'My Account', 'Change Password', 'Help', and 'Log Out'. The left-hand navigation menu is highlighted in yellow and includes 'Client', 'Provider', 'Contracts', 'Prior Authorization', 'Claims', 'CM/PA TCM Billing', 'Liabilities', 'Reports', 'Financial', 'Maintenance', 'Interfaces', and 'Administration'. The 'CM/PA TCM Billing' menu is expanded, showing 'Encounters' and 'RFFS Claims'. The 'RFFS Claims' menu is further expanded, showing options: 'Review RFFS Claims', 'View RFFS Claims', 'Enter RFFS Claims for single date', 'Enter RFFS Claims for multiple dates', 'Update RFFS Claims', 'Submit RFFS Claims', and 'RFFS Reports'. The 'Submit RFFS Claims' option is circled in red. The bottom of the page displays contact information for the Oregon Department of Human Services, including the address (500 Summer St. NE, Salem, OR - 97301), phone number (503) 945-5623, TTY (503) 947-5330, and email (dhs.servicedesk@state.or.us).

This will take you to the **Submit RFFS claims** page.

- Once in the **Submit RFFS Claims** page, enter as much information in the search criteria fields to bring back a list of **draft** and/or **suspended** RFFS claims. This example is searching for **suspended** claims.

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

Home My Account Change Password Help Log Out

Express Payment & Reporting System Case Management Provider (Provider) Switch

Submit RFFS Claims

Enter one or more search criteria. Search is not case sensitive. Criteria are cumulative.

Note: If criteria entered results in more than 20,000 rows, data returned will be truncated. You may need to narrow your search criteria to return a smaller dataset.

Service Element: Select...
 DHS Contract Num:
 Provider ID:
 Effective Date:
 Submitted From:
 Created From:
 Service Coordinator / Personal Agent: Select...
 Active SC/PA Only: Yes No
 Max Displayed: All

Client Prime:
 Status: Suspended
 End Date:
 Submitted To:
 Created To:

Find Reset

Select the status of the claims you wish to submit.

With the criteria entered, click FIND to get a list of claims.

- With the results list returned, review the list, and then click the box in the far left-hand column next to the RFFS claim(s) you wish to submit. You can click more than one box, or the "All" box at the top of the column to select all.

max Displayed: All

Find Reset

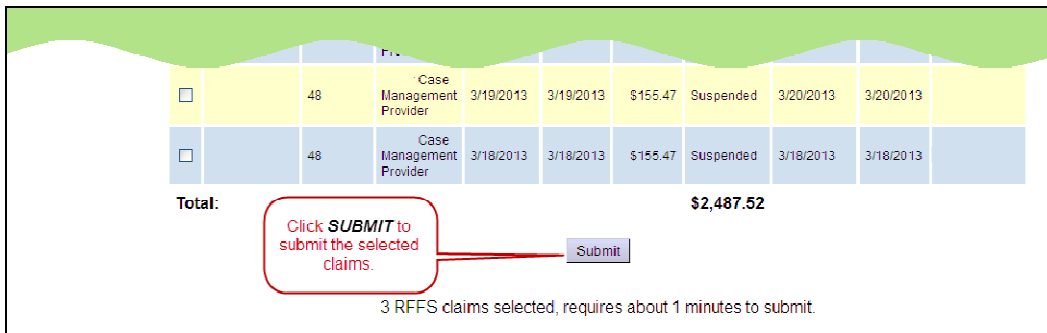
Export options: CSV Excel PDF RTF

<input type="checkbox"/>	All	Client Name	Service Element	Provider	Effective Date	End Date	Amount	Status	Submitted	Created Date	Service Coordinator / Personal Agent
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BALBOA, Rocky	48	Case Management Provider	3/18/2013	3/18/2013	\$155.47	Suspended	3/18/2013	3/18/2013	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BALBOA, Rocky	48	Case Management Provider	3/20/2013	3/20/2013	\$155.47	Suspended	3/21/2013	3/21/2013	
<input type="checkbox"/>	<input type="checkbox"/>	MONROE, Marilyn	48	Case Management Provider	3/21/2013	3/21/2013	\$155.47	Suspended	3/21/2013	3/21/2013	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	MOUSE, Mickey	48	Case Management Provider	3/18/2013	3/18/2013	\$155.47	Suspended	3/18/2013	3/18/2013	
<input type="checkbox"/>	<input type="checkbox"/>	MOUSE, Mickey	48	Case Management Provider	3/20/2013	3/20/2013	\$155.47	Suspended	3/20/2013	3/20/2013	

Click this box to select ALL in the results list.

Click to check the boxes for the claims you wish to submit.

- With the boxes checked for the RFFS claims you wish to submit, scroll down to the bottom of the page and click **SUBMIT**.



<input checked="" type="checkbox"/>	48	Case Management Provider	3/19/2013	3/19/2013	\$155.47	Suspended	3/20/2013	3/20/2013
<input checked="" type="checkbox"/>	48	Case Management Provider	3/18/2013	3/18/2013	\$155.47	Suspended	3/18/2013	3/18/2013

Total: **\$2,487.52**

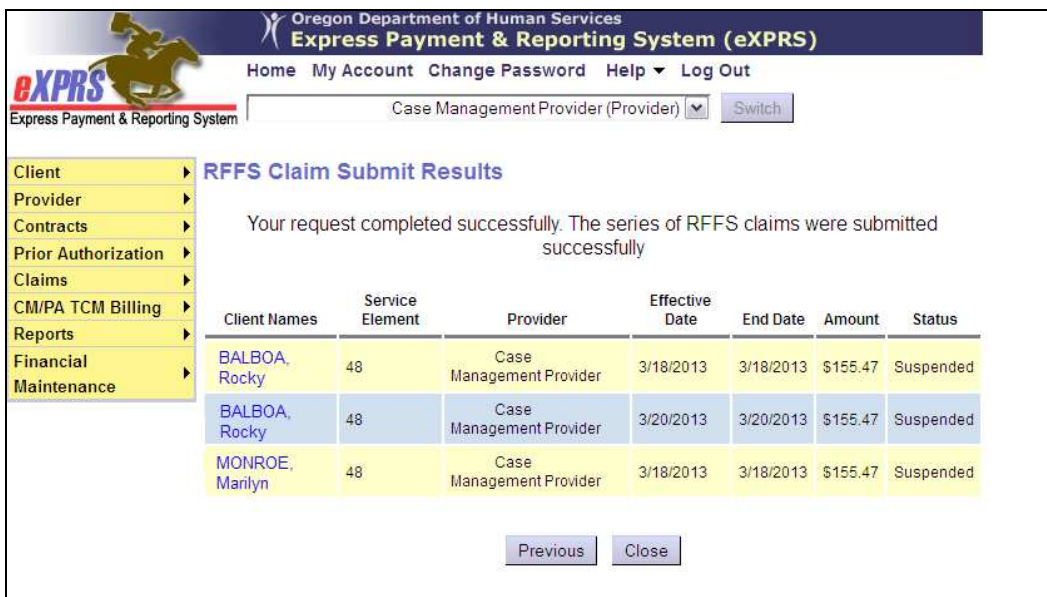
Click **SUBMIT** to submit the selected claims.

Submit

3 RFFS claims selected, requires about 1 minutes to submit.

TIP: Click **SUBMIT** only once. Depending on the number of RFFS claims in the list, the submit process may take some time. There will be an informational message at the bottom of the screen giving you an approximate on how long the process will take. **You do not have to wait** for the submit process to finish. You can return to the [eXPRS Home](#) page and do other work in eXPRS, or log out, and then check the status of your RFFS claims submitted at a later time.

- If you do wait for the process to complete, when it is finished you should get a confirmation page with the list of RFFS claims you just submitted and their new status.



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Home My Account Change Password Help Log Out

Case Management Provider (Provider) Switch

RFFS Claim Submit Results

Your request completed successfully. The series of RFFS claims were submitted successfully

Client Names	Service Element	Provider	Effective Date	End Date	Amount	Status
BALBOA, Rocky	48	Case Management Provider	3/18/2013	3/18/2013	\$155.47	Suspended
BALBOA, Rocky	48	Case Management Provider	3/20/2013	3/20/2013	\$155.47	Suspended
MONROE, Marilyn	48	Case Management Provider	3/18/2013	3/18/2013	\$155.47	Suspended

Previous Close

REMEMBER: RFFS Claims will have the status of ***suspended*** until they are put through the payment processing cycle. Those claims that are paid in the processing cycle will change their status to ***approved***. Unpaid claims will retain the status of suspended, until it is paid in the future. Some unpaid claims submitted may retain a suspended status indefinitely, as the payment cap is exhausted by other paid claims.

7. To open the claim and view the details, click on the [blue hyperlink Client Name](#) of an RFFS claim.