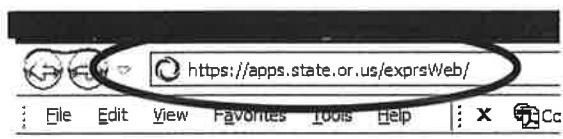
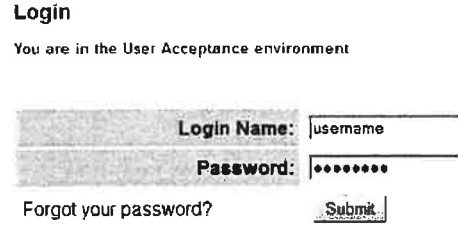




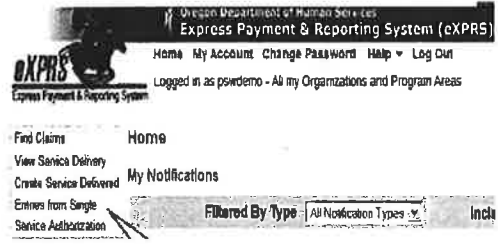
1 Enter the eXPRS website address in your URL browser



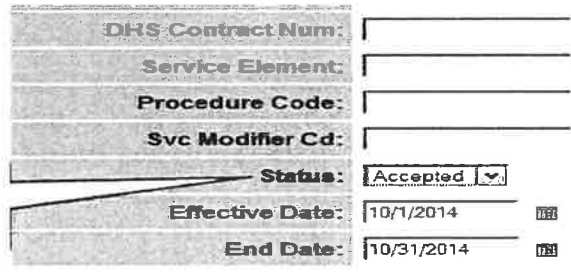
2 Login to eXPRS using your user login ID and password



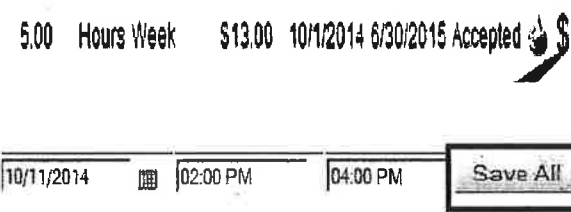
3 Click on the blue box labeled Create Service Delivered Entries from Single Service Auth.



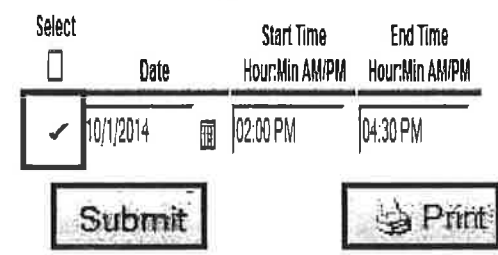
4 Search for authorizations that are active for YOU to bill against.



5 Click the \$ symbol next to the Service Authorization to enter the date and time that you provided the service, then select "Save All".



6 Click on the box beside the services (you want to submit) and select Submit. Then you can select "Print."



## Commonly Used Terms/Definitions/Resources

**eXPRS** is the Express Payment and Reporting System; the DHS web-based, electronic service authorization & payment management system, designed for disbursement and tracking of State funding for the authorization, payment and reporting of services provided to individuals with I/DD.

**SPD Provider ID Number** is a 6-digit number assigned to a provider record once the provider has passed all credential criteria for their provider type. This number is often used as the identifier for the provider to track their service authorizations and payments for services.

**“Approved to work”** is a provider status definition used to indicate that a provider has completed their provider registration enrollment, and has passed all the credentialing criteria to work as a Medicaid services provider.

**POC Plan of Care** is a service authorization functionality in eXPRS that manages the authorization of a variety of different services for an individual in a single annual plan. A POC is a collection of multiple service authorizations.

**Provider Service Authorization** is a system feature within eXPRS Plan of Care that authorizes a provider to deliver a specific service under a POC plan line to an individual with I/DD, the amount of service (number of units), the rate and the dates the service can be provided.

**SD Service Delivered entry** is a data component within eXPRS POC that represents the date and the start & end times that a service was provided to an individual with I/DD by a provider.

**Claim** is a request for payment created by a DD service provider (either electronically in eXPRS or on hard copy) and submitted to the State as a bill for authorized services delivered to a client. The claim certifies the authorized services were delivered by the provider to the identified individual during the time period specified within the claim.

**Claim Aggregation** is a system process in eXPRS that collects the Plan of Care Service Delivered entries that are in “approved” status and generates a claim for payment.

**Enroll Individual Provider User Form - PSW/IC/DE/BC -**

<http://apps.state.or.us/exprsDocs/EnrollIndividualProviderUserPSW.pdf>

**How to Access Login for First Time Users -**

<http://apps.state.or.us/exprsDocs/HowToAccessLoginFirstTimeUsers.pdf>

**How to Create Service Delivery Entries by PSW/IC-PSW Provider -**

<http://apps.state.or.us/exprsDocs/HowToCreateServiceDeliveryPSWIC.pdf>