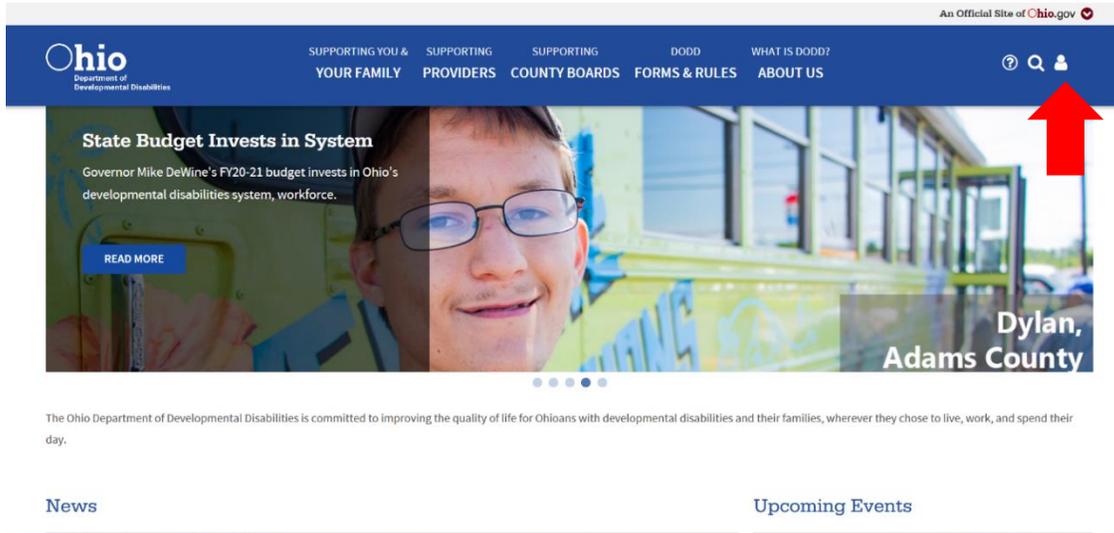


Using eMBS to Bill Your Claims

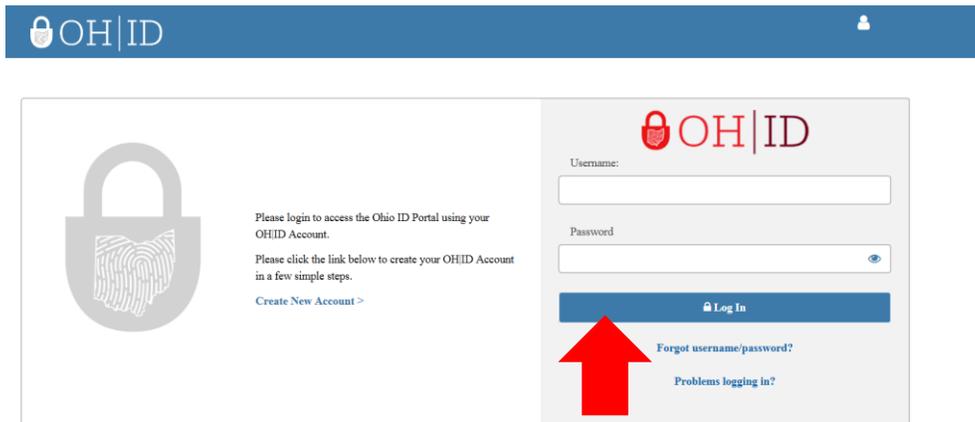
1. Access the DODD website

Go to <http://dodd.ohio.gov/Pages/default.aspx>

2. Click the Log In icon on the top right of the page



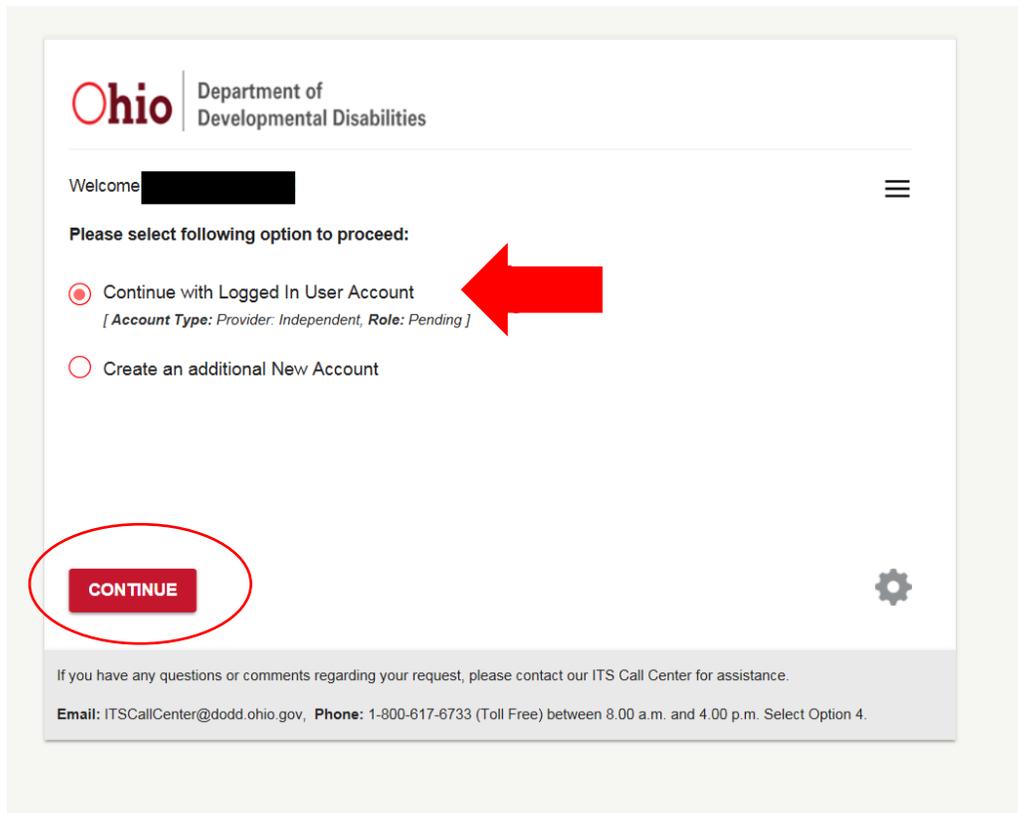
3. Type in your username and password, then click Log In



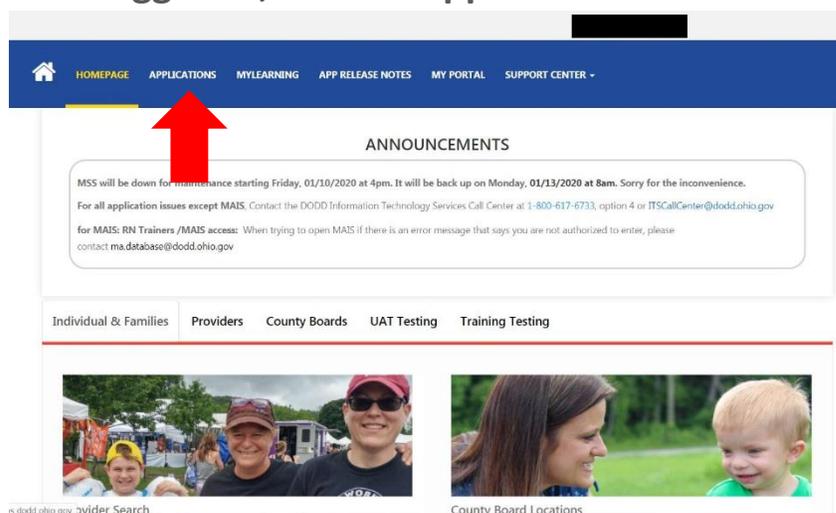
State of Ohio computer systems may be accessed and used only for official state business by authorized personnel. Unauthorized access or use of these computer systems may subject violators to criminal, civil, and/or administrative action.

4. Click on Continue when this screen appears

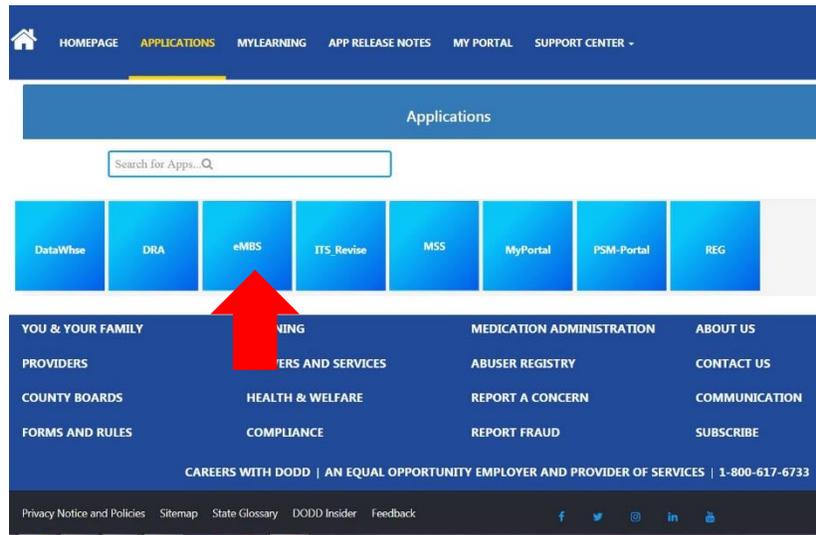
Make sure that the selected information on the screen is correct and that you are logging in with the account that corresponds to the Contract Number you are billing the services for



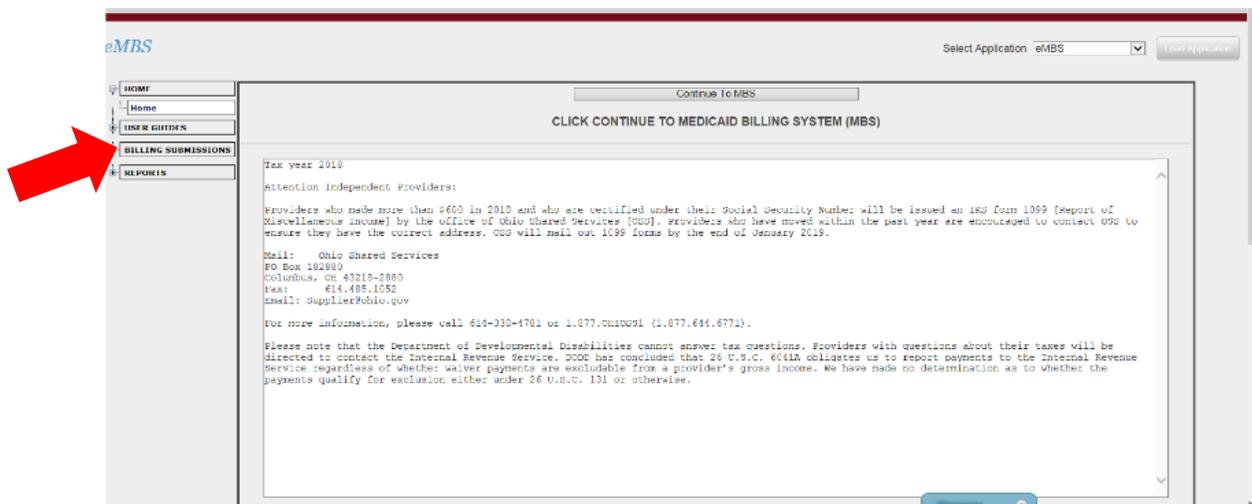
5. Once you are logged in, click on applications



6. Select eMBS from the menu



7. Once logged into eMBS, click Billing Submissions on the left side of the page and a menu will open (you must click on the + sign)



8. Click on Single Claim Entry to get to the billing screen

The screenshot shows the eMBS web application interface. On the left is a navigation menu with categories: HOME, USER GUIDES, BILLING SUBMISSIONS, County Board Use Only, and REPORTS. The 'BILLING SUBMISSIONS' category is expanded, showing 'Single Claim Entry' as the selected option, indicated by a red arrow. The main content area displays a message titled 'Continue To MBS' with the instruction 'CLICK CONTINUE TO MEDICAID BILLING SYSTEM (MBS)'. Below this is a text box containing information for Independent Providers regarding 2018 billing, including contact details for Ohio Shared Services and a note about tax questions.

9. The billing screen will open. Fill out the required information and then click Submit Claim.

You must fill out this screen for every claim you are submitting. Claims are submitted one at a time.

The screenshot shows the 'SINGLE CLAIM ENTRY' form in the eMBS web application. The form contains various input fields for claim information, including 'Contract Number (7 Numbers)', 'Medicaid Recipient Number', 'Recipient First Initial', 'Recipient Last Name (First 5 Letters)', 'Date Of Service (mm/dd/yyyy)', 'Service Code', 'Units Of Service Delivered', 'Group Size', 'Staff Size', 'Service County', 'Usual Customary Rate \$', 'Other Source Code', 'Other Source Amount \$', and 'Contractor Reference Number (Optional)'. Each field has a 'Help' link next to it. A red arrow points to the 'Submit Claim' button at the bottom right of the form. The left navigation menu is visible, with 'Single Claim Entry' selected.

Once you hit submit claim, a green message will appear at the top of the screen to let you know your claim was successfully submitted.

If something was missing, it will not let you submit the claim.

Ensure you are filling out the information accurately so your claim does not error during processing.

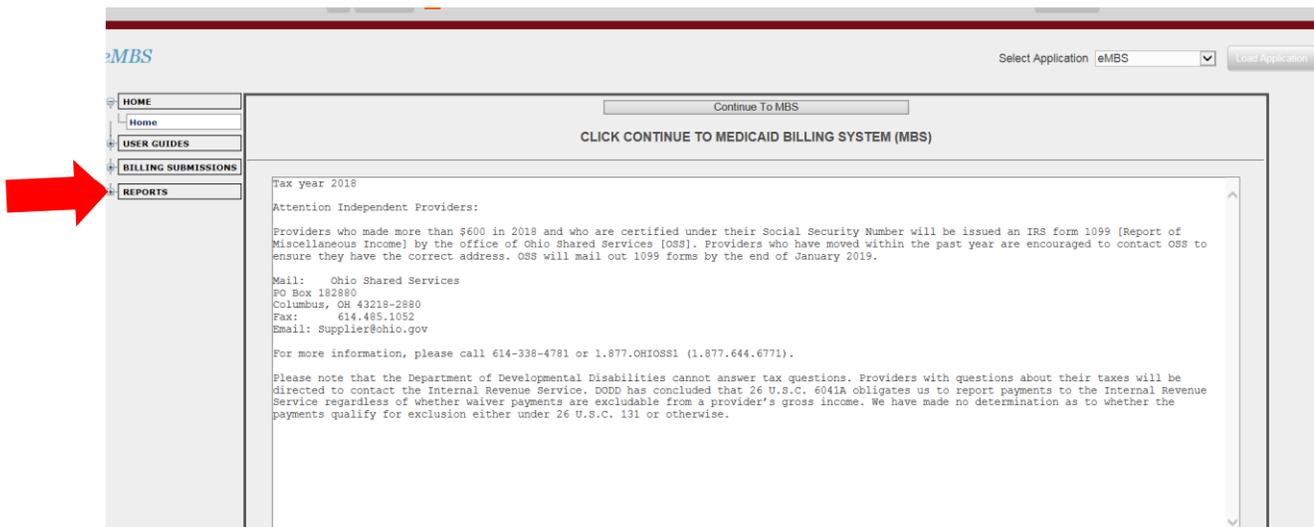
Hint: To navigate to each row, you can either use your mouse OR you can hit the Tab key on the keyboard. If you do use the Tab key to navigate, it only moves one box at a time, so make sure you are typing in the correct box.

How to View Your Weekly Reports

All claims are pulled into the billing system on Wednesdays.

Starting on Friday, your weekly reports will be available. You can check to see if there were any errors with your claims and to ensure you submitted all your claims.

1. Follow the same process above to access eMBS
2. Once in eMBS, select Reports on the left side of the page (you must click on the + sign)



3. Select Provider Weekly Reports

MBS

HOME Home Continue To MBS

USER GUIDES

BILLING SUBMISSIONS

REPORTS

Provider Weekly Reports

Third Party Reports

County Board Use Only

CLICK CONTINUE TO MEDICAID BILLING

Tax year 2018

Attention Independent Providers:

Providers who made more than \$600 in 2018 and who are certified under their Social Security (including Social Security Miscellaneous Income) by the office of Ohio Shared Services (OSS). Providers who have made more than \$600 in 2018 must ensure they have the correct address. OSS will mail out 1099 forms by the end of January.

Mail: Ohio Shared Services
PO Box 182880
Columbus, OH 43218-2880
Fax: 614.485.1052
Email: Supplier@ohio.gov

For more information, please call 614-338-4781 or 1.877.OHIOSS1 (1.877.644.6771).

Please note that the Department of Developmental Disabilities cannot answer tax questions. For tax questions, please direct to contact the Internal Revenue Service. DODD has concluded that 26 U.S.C. 604: Service regardless of whether waiver payments are excludable from a provider's gross income. Waiver payments qualify for exclusion either under 26 U.S.C. 131 or otherwise.

4. A list of folders will appear. Click View to see the recently submitted claims (if you are looking for claims older than 1 week, you need to select the appropriate folder). The top listed folder is the most recent week.

MBS

HOME

USER GUIDES

BILLING SUBMISSIONS

REPORTS

Provider Weekly Reports

Third Party Reports

County Board Use Only

Provider Weekly Reports

Holiday Schedule Thanksgiving-Deposits should be available Friday, November 23 due to the banks being closed Thanksgiving Day. Submission deadline remains Wednesday, November 21 at noon. Christmas-Submission deadline will be extended to Thursday, December 27 at noon. New Year's Day- Submission deadline will be extended to Thursday, January 3 at noon.

Training and Longevity Add-on The Ohio Department of Developmental Disabilities is offering FREE online training for direct service providers working toward the Training and Longevity Add-on. DSPs with 2 years of experience and 60 hours of additional training can earn up to \$1 more per hour. Select the control [Ctrl] key on your keyboard and click the link to find out more. <http://dodd.ohio.gov/Training/Pages/default.aspx>

Display Files	Folder Name
View	DEC18A_11-28-18
View	NOV18D_11-21-18
View	NOV18C_11-14-18
View	NOV18B_11-07-18
View	NOV18A_10-31-18
View	OCT18E_10-24-18
View	OCT18D_10-17-18
View	OCT18C_10-10-18
View	OCT18B_10-03-18
View	OCT18A_09-26-18
View	SEP18D_09-19-18
View	SEP18C_09-12-18
View	SEP18B_09-05-18
View	SEP18A_08-29-18
View	AUG18E_08-22-18
View	AUG18D_08-15-18
View	AUG18C_08-08-18
View	AUG18B_08-01-18
View	AUG18A_07-25-18
View	JUL18D_07-18-18

1234

5. Below the list of folders, a list of files will appear. These are your billing reports

Provider Weekly Reports

Holiday Schedule Thanksgiving-Deposits should be available Friday, November 23 due to the banks being closed Thanksgiving Day. Submission deadline remains Wednesday, November 21 at noon. Christmas-Submission deadline will be extended to Thursday, December 27 at noon. New Year's Day- Submission deadline will be extended to Thursday, January 3 at noon.

Training and Longevity Add-on The Ohio Department of Developmental Disabilities is offering FREE online training for direct service providers working toward the Training and Longevity Add-on. DSPs with 2 years of experience and 60 hours of additional training can earn up to \$1 more per hour. Select the control [Ctrl] key on your keyboard and click the link to find out more. <http://dodd.ohio.gov/Training/Pages/default.aspx>

Display Files	Folder Name
View	DEC18A_11-28-18
View	NOV18D_11-21-18
View	NOV18C_11-14-18
View	NOV18B_11-07-18
View	NOV18A_10-31-18
View	OCT18E_10-24-18
View	OCT18D_10-17-18
View	OCT18C_10-10-18
View	OCT18B_10-03-18
View	OCT18A_09-26-18
View	SEP18D_09-19-18
View	SEP18C_09-12-18
View	SEP18B_09-05-18
View	SEP18A_08-29-18
View	AUG18E_08-22-18
View	AUG18D_08-15-18
View	AUG18C_08-08-18
View	AUG18B_08-01-18
View	AUG18A_07-25-18
View	JUL18D_07-18-18

1234

Contractor Number:

Download	File Name	Date Modified
Download	BILL_FLAT_DEC18A_4303815.TXT	11/30/2018 6:51:13 AM
Download	BILLED_CLAIM_DEC18A_4303815.TXT	11/30/2018 6:42:48 AM

6. Click Download to view the report

If you have claims that have errors, there will be a files that say Error