

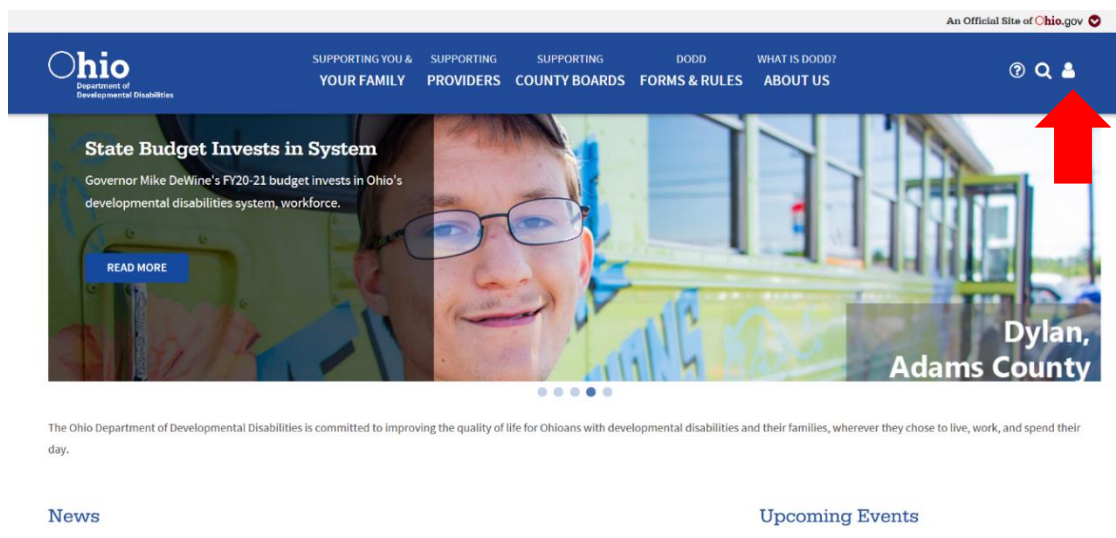


Using eMBS to Bill Your Claims

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

Ohio | Department of Developmental Disabilities

Welcome [REDACTED]

Please select following option to proceed:

- ☒ Continue with Logged In User Account
[Account Type: Provider: Independent, Role: Pending]
- ☐ Create an additional New Account

CONTINUE

If you have any questions or comments regarding your request, please contact our ITS Call Center for assistance.
Email: ITSCallCenter@dodd.ohio.gov, Phone: 1-800-617-6733 (Toll Free) between 8.00 a.m. and 4.00 p.m. Select Option 4.

5. Once you are logged in, click on applications

HOME APPLICATIONS MYLEARNING APP RELEASE NOTES MY PORTAL SUPPORT CENTER

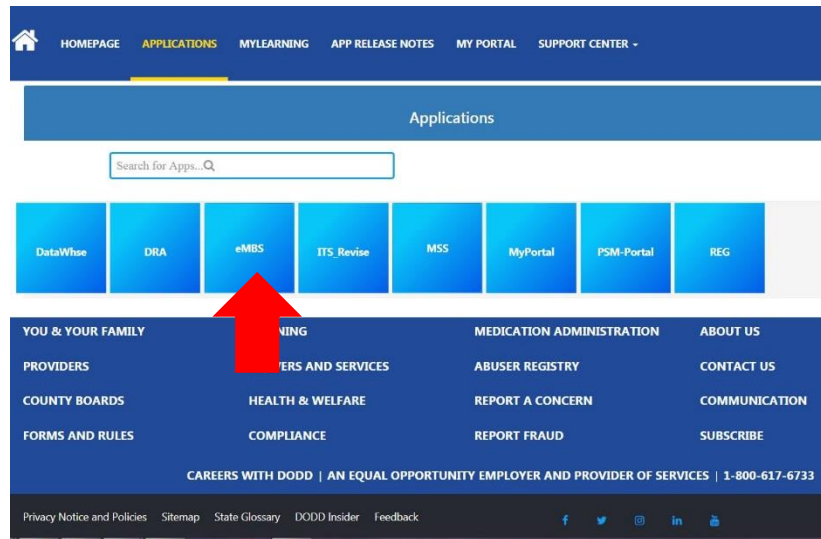
ANNOUNCEMENTS

MSS will be down for maintenance starting Friday, 01/10/2020 at 4pm. It will be back up on Monday, 01/13/2020 at 8am. Sorry for the inconvenience.
For all application issues except MAIS. Contact the DODD Information Technology Services Call Center at 1-800-617-6733, option 4 or ITSCallCenter@dodd.ohio.gov
for MAIS: RN Trainers /MAIS access: When trying to open MAIS if there is an error message that says you are not authorized to enter, please contact ma.database@dodd.ohio.gov

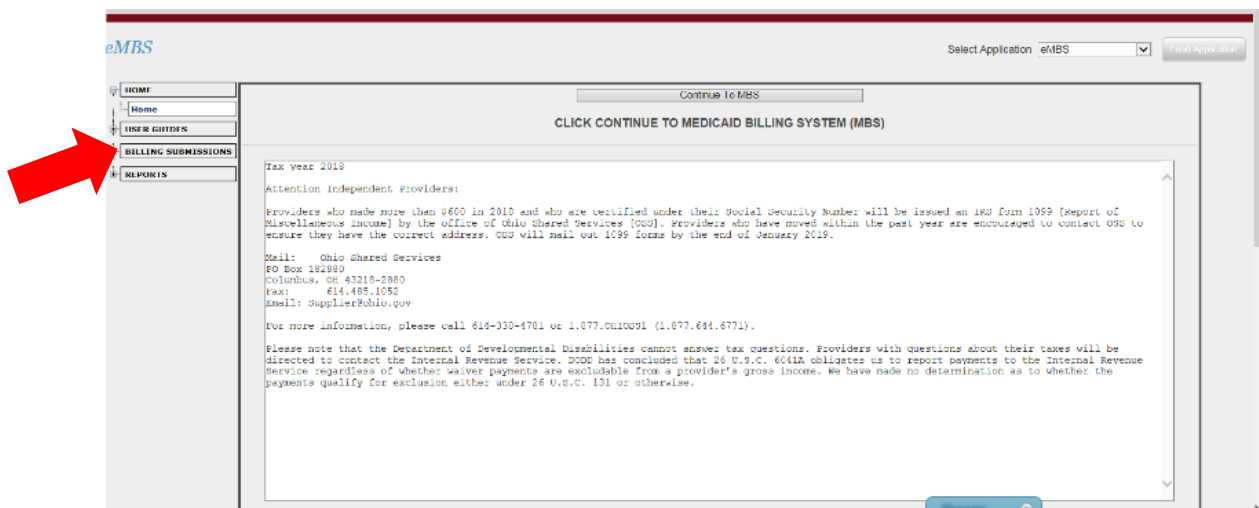
Individual & Families Providers County Boards UAT Testing Training Testing

Provider Search County Board Locations

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 application interface. On the left is a sidebar with navigation links: HOME, USER GUIDES, BILLING SUBMISSIONS, and REPORTS. Under BILLING SUBMISSIONS, 'Single Claim Entry' is highlighted with a red arrow. The main content area displays a 'Continue To MBS' button and a message: 'CLICK CONTINUE TO MEDICAID BILLING SYSTEM (MBS)'. Below this, there is a notice for the year 2018 regarding independent providers, contact information 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 application. The form includes fields for Contract Number, Medicaid Recipient Number, Recipient First Initial, Recipient Last Name, Date of Service, 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. A red arrow points to the 'Submit Claim' button at the bottom right of the form. The sidebar on the left shows 'Single Claim Entry' as the selected option.

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.

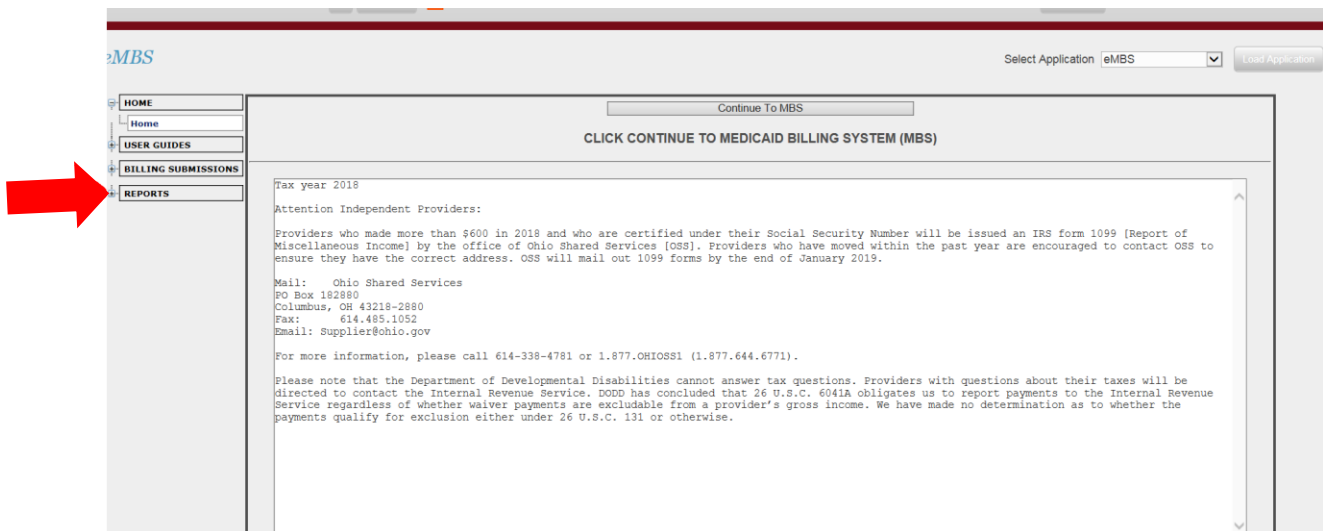
Hint: To navigate to each row, you can either use your mouse OR you can hit the Tab key on the keyboard. If you do use the Tab key to navigate, it only moves one box at a time, so make sure you are typing in the correct box.

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

The screenshot shows the MBS web application interface. On the left is a navigation menu with the following items: HOME, USER GUIDES, BILLING SUBMISSIONS, and REPORTS. The REPORTS item is expanded, showing sub-items: Provider Weekly Reports, Third Party Reports, and County Board Use Only. A red arrow points to the 'Provider Weekly Reports' link. The main content area on the right has a header with 'Continue To MBS' and 'CLICK CONTINUE TO MEDICAID BILLING'. Below this, the text reads: 'Tax year 2018', 'Attention Independent Providers:', 'Providers who made more than \$600 in 2018 and who are certified under their Social Security [Miscellaneous Income] by the office of Ohio Shared Services [OSS]. Providers who have made more than \$600 in 2018 and who are certified under their Social Security [Miscellaneous Income] by the office of Ohio Shared Services [OSS] will mail out 1099 forms by the end of January 2019. 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.OHIOSSI (1.877.644.6771). Please note that the Department of Developmental Disabilities cannot answer tax questions; providers should be directed to contact the Internal Revenue Service. DODD has concluded that 26 U.S.C. 6041 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.

The screenshot shows the 'Provider Weekly Reports' page in the MBS web application. The left navigation menu is the same as in the previous screenshot, with 'Provider Weekly Reports' selected. The main content area has a header 'Provider Weekly Reports' and two sections: 'Holiday Schedule' and 'Training and Longevity Add-on'. Below these sections is a table with two columns: 'Display Files' and 'Folder Name'. A red arrow points to the 'View' link in the 'Display Files' column for the first row. The table contains the following data:

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

At the bottom right of the table, the number '1234' is displayed.

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
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View	NOV18A_10-31-18
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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