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Find "Login" just to the right of center towards the top. Click that link.

## Login for County Boards, Providers, and DODD Central Office

**Please do not bookmark this page or add this page to your favorites. This page will not work as a bookmark or a favorite.**

Type your user name and password.

User name:

Password:

[Back to Portal](#)

[Forgot Password](#)

Once you are logged in, select the Applications button towards the top left

In the drop down box (upper right)

Click the drop down arrow

Select eMBS

Click Load Application button

On the left click the plus sign beside Billing Submissions, Then click Single Claim Entry

App-eMBS - Internet Explorer  
https://dodportal.prodapps.dodd.ohio.gov/apps/Pages/default.aspx

File Edit View Favorites Tools Help

Home Login Hello Carman, Teresa. You have 0 new notifications and 0 new announcements. View All

eMBS Select Application eMBS

HOME  
USER GUIDES  
BILLING SUBMISSIONS  
Single Claim Entry  
Upload Flat File  
File Status  
County Board Use Only  
REPORTS

Print Screen  
Labor Day Monday, Sept 7 Claims scheduled to pay out Thursday, Sept 10, will be scheduled to pay out Friday, Sept 11

**SINGLE CLAIM ENTRY :**  
indicates required field

Today's Date: 9/15/2015 Help  
Contract Number (7 Numbers): [ ] Help \*  
Medicaid Recipient Number: [ ] Help \*  
Recipient First Initial: [ ] Help \*  
Recipient Last Name (First 5 Letters): [ ] Help \*  
Date Of Service (mm/dd/yyyy): Month \* / Day \* / Year \* Help  
Service Code: APC  
Units Of Service Delivered: 4 Help  
Group Size: 1 Help  
Staff Size: 1 Help  
Service County: LICKING 45 Help  
Usual Customary Rate \$: 4 [ 32 ] Help  
Other Source Code: [ ] Help  
Other Source Amount \$: [ ] [ ] Help  
Contractor Reference Number (Optional): [ ] Help

Clear Form Submit Claim

Enter 1 unit for every 15 minutes of service.  
If you worked 1 hour, you would enter 4 units.

These are optional (leave blank)

This example is for  
IO waiver billing 1 hour of HPC only