

# Billing can be entered daily or weekly

Before Wednesday at noon for best results

There are longer options, I do not recommend

You must have your:

Documentation sheets completed

Use them to record your billing entries

From [dodd.ohio.gov](http://dodd.ohio.gov):

Login

Select the Applications link

Towards the top left

Select eMBS

Read the information on the screen

Select the plus sign beside Billing Submissions

Click Singe Claim Entry

You can only enter a code once per date of Service

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

Print Screen

**2021 Rate Increase** For service dates beginning January 1, 2021, the Medicaid maximum payment rates are increasing for Homemaker/Personal Care (HPC), Participant-Directed Homemaker/Personal Care (PD-HPC). Details about the new rates are available on the DODD website. <https://dodd.ohio.gov/wps/portal/gov/dodd/providers/billing/2021-rate-increase>

Warning: Do not back out/void service dates that are 10/16/2020 or earlier. Service dates that are 10/16/2020 or earlier may not be resubmitted for payment.

**SINGLE CLAIM ENTRY :**

\* indicates required field

Today's Date :  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) :  \* /  \* /  \* Help

Service Code :  Help \*

Units Of Service Delivered :  Help \*

Group Size :  Help

Staff Size :  Help

Service County :  Help

Usual Customary Rate \$ :  .  Help \*\*

~~Other Source Code :  Help~~

~~Other Source Amount \$ :  .  Help~~

~~Contractor Reference Number (Optional) :  Help~~

Service Codes:

IO Waiver:

HPC = APC \$5.14/Unit

Transport = ATN \$0.58/Unit

A unit is 15 minutes of work  
or take the hours worked X 4

Not Required

Clear Form Submit Claim

# Check Billing Reports

## Every Friday

From [dodd.ohio.gov](http://dodd.ohio.gov), Login, select the Applications link, Select eMBS

Read the information on the screen

Select the plus sign beside Reports

Select Provider Weekly Reports

Call Shanay at 740-349-6588 for instructions, in general:

Look for Error\_Sum\_Detail in the file name

View that report, Maximize that report

Only look at the first error message

“Duplicate”, no need to re-enter

Any other message, must solve error and re-bill

Claims that do not error, will pay in two weeks

If you bill every week before noon after your first billing

You will be paid every week for claims that do not error