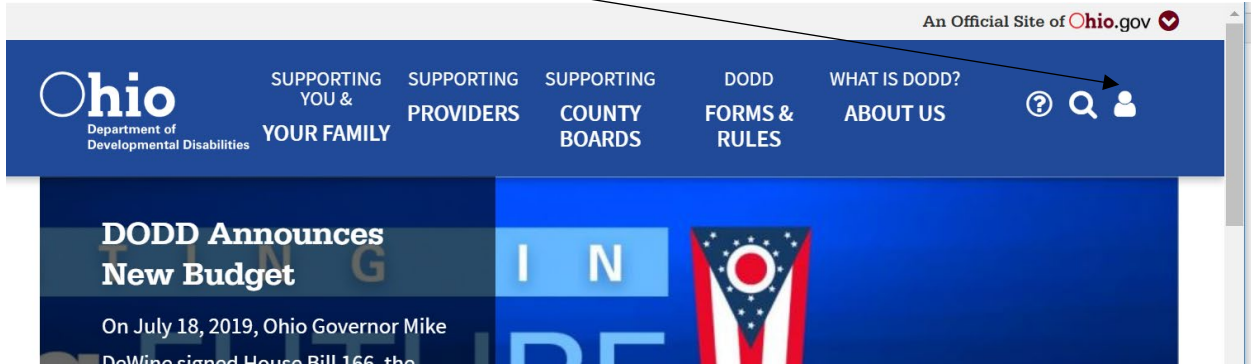




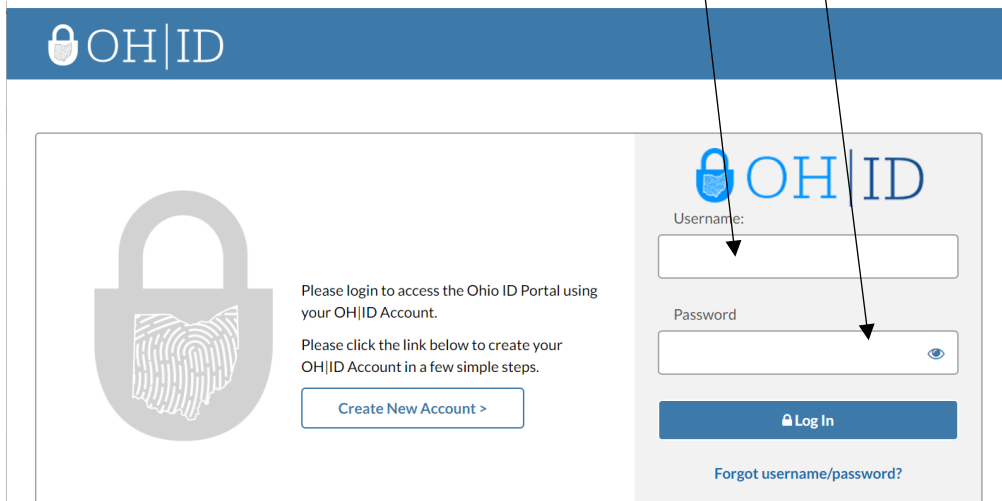
### Instructions for Billing:

-Go to [dodd.ohio.gov](http://dodd.ohio.gov).

Click on person. Hit enter:

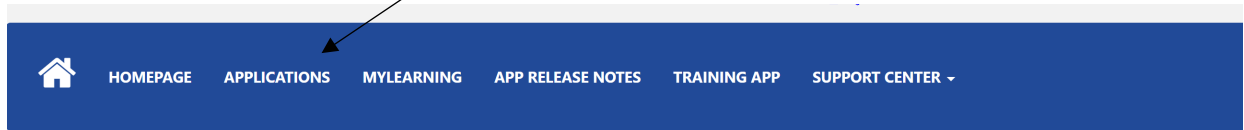


Enter your username and password





Click on Applications

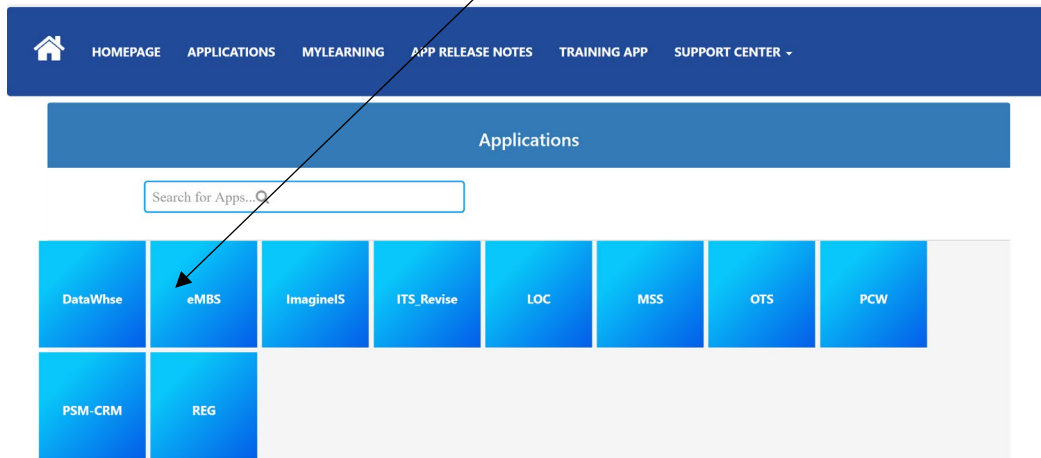


## ANNOUNCEMENTS

For all application issues except MAIS, Contact the DODD Information Technology Service Call Center at 1-800-617-6733, option 4 or [ITSCallCenter@dodd.ohio.gov](mailto: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](mailto:ma.database@dodd.ohio.gov)

Click on eMBS





Click on the + sign beside Billing Submissions. A drop down will appear.

The screenshot shows the eMBS application interface. At the top left is the eMBS logo. At the top right, there is a 'Select Application' dropdown menu set to 'eMBS' and a 'Load' button. Below this is a 'Continue To MBS' button. The main content area contains the text: 'CLICK CONTINUE TO MEDICAID BILLING SYSTEM (MBS)'. On the left side, there is a navigation menu with the following items: HOME, Home, USER GUIDES, BILLING SUBMISSIONS, and REPORTS. The 'BILLING SUBMISSIONS' item has a plus sign next to it, indicating a dropdown menu. Below the navigation menu, there is a text box containing the following information: 'Autumn time change', 'Daylight Saving Time ends Sunday, November 5.', and 'Due to the time change, there will be 25 billable hours [100 units] available on that date'.

Click on Single Claim Entry

The screenshot shows the eMBS application interface with the 'BILLING SUBMISSIONS' dropdown menu expanded. At the top left is the eMBS logo. At the top right, there is a 'Select Application' dropdown menu set to 'eMBS' and a 'Load App' button. Below this is a 'Continue To MBS' button. The main content area contains the text: 'CLICK CONTINUE TO MEDICAID BILLING SYSTEM (MBS)'. On the left side, the navigation menu is expanded to show: HOME, Home, USER GUIDES, BILLING SUBMISSIONS (with a plus sign), Single Claim Entry, Upload Flat File, File Status, County Board Use Only, and REPORTS. The 'Single Claim Entry' item is highlighted with a mouse cursor. Below the navigation menu, there is a text box containing the following information: 'Autumn time change', 'Daylight Saving Time ends Sunday, November 5.', and 'Due to the time change, there will be 25 billable hours [100 units] available on that date'.



You will enter your billing here. Click on red "help" for more information on how to complete each line item.

The screenshot shows a web browser window with the URL <https://doddportal.prodapps.dodd.ohio.gov/apps/Pages/default.aspx>. On the left is a navigation menu with categories: HOME, USER GUIDES, BILLING SUBMISSIONS (with 'Single Claim Entry' selected), Upload Flat File, File Status, County Board Use Only, and REPORTS. The main content area includes a 'Print Screen' button, a notice about a 'Payment Nov17C' due on Friday, November 24, and a 'Reminder to independent providers regarding overtime' starting 2/1/18. Below this is an 'Autumn time change' notice. The 'SINGLE CLAIM ENTRY' form contains the following fields:

- Today's Date: 11/28/2017 (with a red 'Help' link)
- Contract Number (7 Numbers): (with a red 'Help \*' link)
- Medicaid Recipient Number: (with a red 'Help \*' link)
- Recipient First Initial: (with a red 'Help \*' link)
- Recipient Last Name (First 5 Letters): (with a red 'Help \*' link)
- Date Of Service (mm/dd/yyyy): Month \* / Day \* / Year \* (with a red 'Help' link)
- Service Code: (with a red 'Help \*' link)
- Units Of Service Delivered: (with a red 'Help \*' link)
- Group Size: (with a red 'Help' link)
- Staff Size: (with a red 'Help' link)
- Service County: Select (with a red 'Help \*' link)
- Usual Customary Rate \$: (with a red 'Help \*\*' link)
- Other Source Code: (with a red 'Help' link)
- Other Source Amount \$: (with a red 'Help' link)
- Contractor Reference Number (Optional): (with a red 'Help' link)

A red asterisk indicates required fields. A blue 'Submit' button is visible at the bottom right of the form area.

Each day, individual and service is billed separately. 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.

**Wednesday at Noon is the cut off each week for billing entries.**