

Billing

General Information

1. You can only bill for services that you have provided that are identified in an approved service plan AND that you have documented. You are responsible for the accuracy of your billing.
2. If you provide PD-HPC, you do not submit your own billing claims. You must go through GT Independence.
3. If your claim is denied, or there was an error, you can adjust your billing and resubmit it for processing. You have 350 days from the date of service to submit your claims.
4. You will receive reimbursement for all services billed that were in an approved plan and with an approved claim.
5. The reimbursement you receive will be in the full amount billed and there **are no taxes taken from the reimbursement**. (GT Independence does take taxes out of billing processed through them).
6. As a self-employed person, Independent Providers receive a 1099 instead of a W2. It is your responsibility to speak to a tax professional or accountant to determine what you need to do for taxes each year. If you live with the individual, you provide services for, you may qualify for tax exemptions. Be sure to discuss the services you provide with your tax professional / accountant.

DODD eMBS System

1. When you want to bill, sign into your DODD Account, and access the application “eMBS”
2. Select “Billing Submissions” from the menu on the left side of the page, then “Single Claim Entry”
3. Fill out the following for each claim you are making, billing codes and usual customary rate information can be found in the Appendix for the rule of each service.
4. You can submit the billing as often as you would like. Billing claims are pulled into the system for processing at noon on Wednesdays and it takes 3 weeks (21 days) for the claim to process.
5. A review of your billing submissions for the current week will be available on the eMBS weekly report application on Friday.

Primary Solutions www.ohiodd.net System

1. Locally funded services are paid for through Summit DD in full and therefore a contract needs to be set up with Summit County. Summit DD uses the OhioDD.net system as a method for providers to submit billing.
2. If you are authorized to provide local services please contact Cindy McPeek, cmcpeek@summitdd.org to get the information to obtain a contract and to get registered with Summit County to receive payments. These need to be in place before you can start providing services.
3. You will need to create an account on www.ohiodd.net. Click on the “Register” button and complete the sign-up process. If you are an independent provider, your vendor number is your DODD Contract/Provider Number, and the vendor is your First and Last Name. When you hit submit, Summit DD will automatically receive an email from you letting us know you are requesting use of the site. Once you get an email back from us saying you have access, you can bill.
4. Locally funded services are picked up on the 10th of each month and paid out typically by the first week of the following month. The initial check may take longer due to the additional processing time needed to set you up at Summit County Offices (where the checks come from).
5. If you do not see the person, you are providing services to, you will need to follow up with the SSA to determine where the PAS (Payment of Authorized Services) stands as the information will not appear unless formally authorized.

