



## FFS INTERIM BILLING SPREADSHEET INSTRUCTIONS

- **The following instructions are only to be used for fee-for-service billings by agencies that DO NOT submit 837 files and previously performed direct data entry into shares.**
- 2019 attachment 2 codes, rates and units should be used for billing of 2019 date of service claims.
- Please do not submit more than one file per agency per day.
- Do not delete or rename the first row containing column names.
- The second row includes descriptions for each field in red.
- Each field must be completed except those that state “if applicable.”
- If each required field is not completed, the spreadsheet will be rejected and returned to the provider for completion and re-submission.
- All spreadsheets will be submitted through your agency EgnYTE drop box and deposited into the “ClaimsUpload” folder.
- Once the spreadsheet is received, member eligibility will be verified and the claims will be preliminarily priced for payment.
- Completed spreadsheets will be forwarded to the fiscal area for final payment determination and distribution of payment.
- A payment confirmation spreadsheet will then be placed in the provider’s “PaymentReports” folder.