Vendor Quick Sheets

## Indiana Vocational Rehabilitation Claim Payment System

### **Claim Statuses**

|  |  |  |
| --- | --- | --- |
| Status | Description | User Permissions |
| Draft | The claim has been started and saved, but not submitted for State review. | The claim can be edited by the user who generated the claim. |
| Submitted | The claim is in State review. | The claim cannot be edited.  |
| Not approved | The claim has been reviewed by State staff and the claim needs to be revised and resubmitted for State review. If this occurs, users will be able to see the ‘Not Approved Reason’ and ‘Notes’ to assist in claim modification. | The claim can be edited by the user who developed the claim.  |
| Not Approved – Removed | The claim has been reviewed by State staff and the claim needed to be revised. The claim has subsequently been removed. | The claim cannot be edited but can be viewed. |
| Approved | The claim has been reviewed by State staff and the claim is approved for payment. | The claim cannot be edited. |
| Paid | The claim has been paid. | The claim cannot be edited. |

The following describes the different statuses of claims in the Indiana Vocational Rehabilitation Claim Payment System. The user permissions describe if and who may edit the claim for each status.

### **CPS Reports Summary**

|  |  |  |
| --- | --- | --- |
| Report Type | What does the report do? | What information does the report provide? |
| Outstanding Authorizations | Displays all authorizations that have remaining funds available. Information displayed depends on vendor information\* and service type. | View status and availability of outstanding authorizations by each line. |
| Authorization Research | Displays all authorizations based on the search criteria, including vendor information\* and service type. | This is a general summary to view all authorizations. |
| Claim Status | Provides a list of draft, submitted, not approved, approved, and paid claims, based on search criteria, including region, area, caseload (VR only), and payment start and end dates. | The report provides a list of claims filtered by search criteria.  |
| Vendor Payments by Client and Claim Detail | Displays all paid claims based on the search criteria, including vendor information\* and dates. | The report can help track what payments have been made by participant and claim detail.  |
| Payments by Procedure Code | Displays payments by procedure code, based on search criteria including region, area, caseload (VR only), and payment start and end dates. | The report provides trends of service delivery, including number of clients, average payment by client, and types of service.  |

The following reports are available through the Indiana Vocational Rehabilitation Claim Payment System and can be exported in different formats for your convenience

### **Vendor User Roles**

The following describes vendor user access have to the Indiana Vocational Rehabilitation Claim Payment System.

|  |  |
| --- | --- |
| **CPS Functions** | **Vendor User Role** |
|  | **Super User** | **Sub User** |
| **Claims** |
| Search for Authorizations | R | R |
| Search for Claims | R | R |
| Review Authorization Information | R | R |
| Draft Claim Information | U | U |
| Review submitted, in process, not approved, or paid claim information | R | R |
| Upload files for claims | U | U |
| Review billing history | R | R |
| **Payments** |
| View Checks | R | R |
| Payment details | R | R |
| Participant Lookup | R | R |
| **Reports** |
| Vendor Payments by Client and Claim | R | R |
| Outstanding Authorizations | R | R |
| Claim Status Report | R | R |
| Authorization Research Report | R | R |
| Payments by Procedure Code | R | R |
| **Administrative Responsibilities** |
| Change user statuses | U | U |
| Search all user statuses | U | U |
| Add additional users | U | N |
| Manage and lock users | U | N |
| Manage Vendor Registration | U | N |

**Key**:

R = Read/Viewing Access

U = Update Access

N = No Access