Ohio | Department of Aging

Direct Data Entry

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Matt Hobbs, Chief
Division for Community Living

Karen Boester, Manager
Provider Network

Direct Data Entry (DDE)

- What is DDE?
  - (DDE) is currently used by many PASSPORT providers to enter and submit invoices to PASSPORT Administrative Agencies (PAA) through the PASSPORT Information Management System (PIMS).
  - Computer requirements for DDE and HIPAA Billing Codes for the PASSPORT program are found by clicking on links found at: http://www.aging.ohio.gov/services/passport/billingformats.aspx

Direct Data Entry (Cont'd)

- Must my provider agency use DDE, if I am working with a clearing house?
  - Initially, yes, you will need to use DDE during the testing time your clearing house is undergoing with our Information Systems Department (ISD).

Direct Data Entry (Cont'd)

- When does the provider agency receive training for DDE?
  - This varies from PAA to PAA. All require you to have a signed contract with them, and have at least one PASSPORT consumer, before being allowed to sign the registration forms to become a DDE provider.
  - Some PAA's will conduct a formal training; others will have staff assigned to you and/or send you to their training sights.

Direct Data Entry (Cont'd)

- Once I have completed my training, may I start billing via DDE?
  - You may bill if you were certified as a PASSPORT provider and assigned to a consumer's service plan the month prior to billing.
- What if I don't want to bill using DDE and want to submit paper claims?
  - Please refer to the matrix to see if the PAA region you will be serving accepts paper claims.

Direct Data Entry (Cont'd)

- What if I wait until my clearing house is done testing with ODA to submit my claims?
  - This is a business decision you will have to make; ODA will accept claims up to a year after the date of service to the PASSPORT consumer.

http://aging.ohio.gov/services/passport/passportadministrativeagencies.aspx

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Questions?