

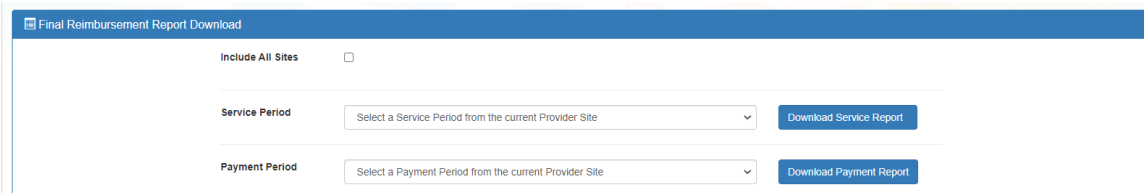
## Quick Tips for Provider Reimbursement Reports

### 1. What are the changes for the Provider Reimbursement Report?

The Provider Reimbursement Report can now show the payments associated with the Service Period (when the services were provided) or the Payment Period (when the services were paid).

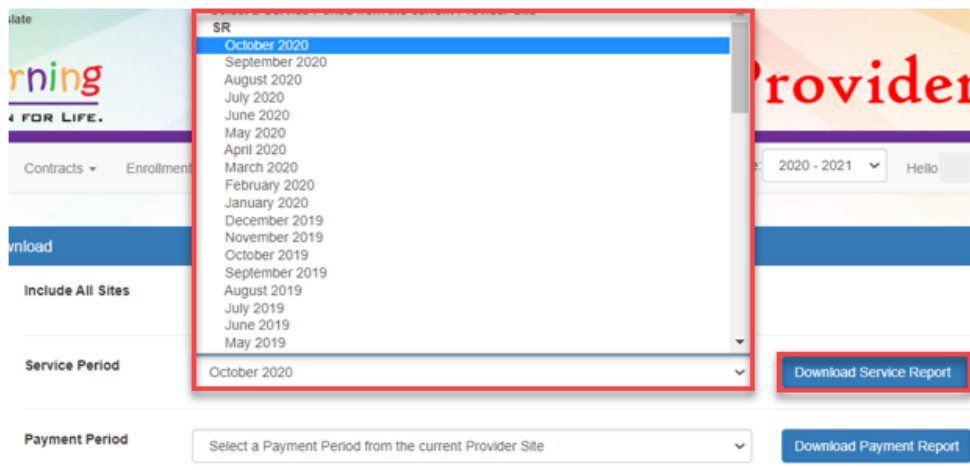
### 2. How do I run the Provider Reimbursement Report?

1. In the Provider Portal, navigate to **Attendance** → **Reimbursement Details**.



The screenshot shows a form titled "Final Reimbursement Report Download". It includes a checkbox for "Include All Sites" which is currently unchecked. Below this are two dropdown menus: "Service Period" and "Payment Period". Both dropdowns have the placeholder text "Select a Service/Period from the current Provider Site". To the right of each dropdown is a blue button labeled "Download Service Report" and "Download Payment Report" respectively.

2. Select the Service Period (when the services were provided) or Payment Period (when the services were paid) dropdown. Chose the program and month/year from the corresponding dropdown.
  - a. The month and year are shown in the dropdown by program. The SR program shows first.
3. Click the **Download Service Report** or **Download Payment Report** button.



This screenshot shows the same form as above, but with the "Service Period" dropdown menu open. The dropdown list is titled "SR" and contains a list of months and years from May 2019 to October 2020. The "October 2020" option is highlighted in blue. The "Download Service Report" button is also highlighted with a red box.

4. The PDF version of the report downloads.

### 3. Is the report format different for a Service Period vs. Payment Period report?

Yes, the format is slightly different. The header area (A) and period column (B) will differ based on the report type. Additionally, the information included in the report will differ based on the program selected.

**Service Period Report**  
Final SR Reimbursement Report

A
 Service Period: 2/01/2020 - 2/29/2020  
 Report Run Date: 1/21/2021 4:27:21 PM

Coalition	Provider	Child	<span style="background-color: orange; border-radius: 50%; padding: 2px 6px; font-weight: bold;">B</span> Payment Period	Unit/ Care Level	BG/Elig	Type	Days Paid	Daily Rate	Gross Amt	Daily Parent Copay	Parent Amt	Net Amt
ELC of Hillsborough	CENTER	[REDACTED]	02/2020	SCH-FT	BGB-SRMT	MTH	2	\$17.12	\$34.24	\$5.10	\$10.20	\$24.04
			02/2020	SCH-PT	BGB-SRMT	MTH	18	\$12.84	\$231.12	\$5.10	\$91.80	\$139.32

**Payment Period Report**  
Final SR Reimbursement Report

A
 Reporting Period: 2/01/2020 - 2/29/2020  
 Report Run Date: 1/21/2021 4:38:58 PM

Coalition	Provider	Child	<span style="background-color: orange; border-radius: 50%; padding: 2px 6px; font-weight: bold;">B</span> Service Period	Unit/ Care Level	BG/Elig	Type	Days Paid	Daily Rate	Gross Amt	Daily Parent Copay	Parent Amt	Net Amt
ELC of Polk	CENTER	[REDACTED]	10/2019	SCH-FT	BGB-ECON	MTH	1	\$17.12	\$17.12	\$1.00	\$1.00	\$16.12
			10/2019	SCH-PT	BGB-ECON	MTH	22	\$10.06	\$221.32	\$1.00	\$22.00	\$199.32
			11/2019	PRS-FT	BGB-ECON	PPA	0	\$19.26	\$0.00	\$0.00	\$0.00	\$0.00

### 4. What does the “Type” column mean?

The “type” column displays the reimbursement record type. For example, a “MTH” record type is a typical payment that is processed for the monthly services provided. A “PPA” record type is a type of adjustment performed on a previously paid record. A complete list of the reimbursement record types is listed below:

- **MTH** Monthly Transaction
- **PPA** Prior Period Adjustment
- **PPR** Prior Period Adjustment Reversal
- **LIA** Line Item Adjustment
- **CAA** Child Assessment Adjustment
- **CAR** Child Assessment Adjustment Reversal
- **PRF** Provider Registration Fee
- **RFR** Registration Fee Reversal
- **EOCR** End of Class Monthly 80/20 Reversal
- **EOCF** End of Class Final Adjustment