

## Ohio Department of Developmental Disabilities” Website: Accessing Provider Weekly Reports

Provided by the Delaware County Board of Developmental Disabilities

Provider Weekly Reports will tell you what billing was accepted for payment and what billing was rejected.

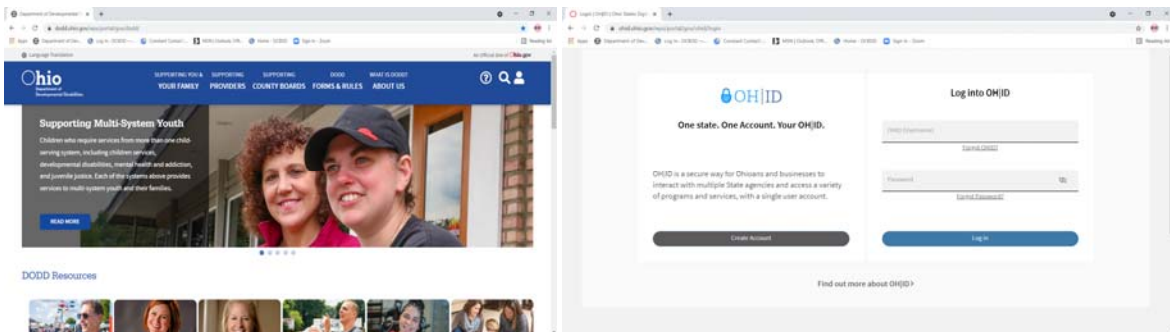
You should log in to check you provider weekly reports:

- The first Friday afternoon following the Wednesday pull date (reports from DODD – “Billed” or “Error”)
- The second Monday afternoon following the Wednesday pull date (reports from ODJFS – “Reimb Approved” or “Reimb Denied”)
- The second Tuesday following the Wednesday pull date (Invoice Report)

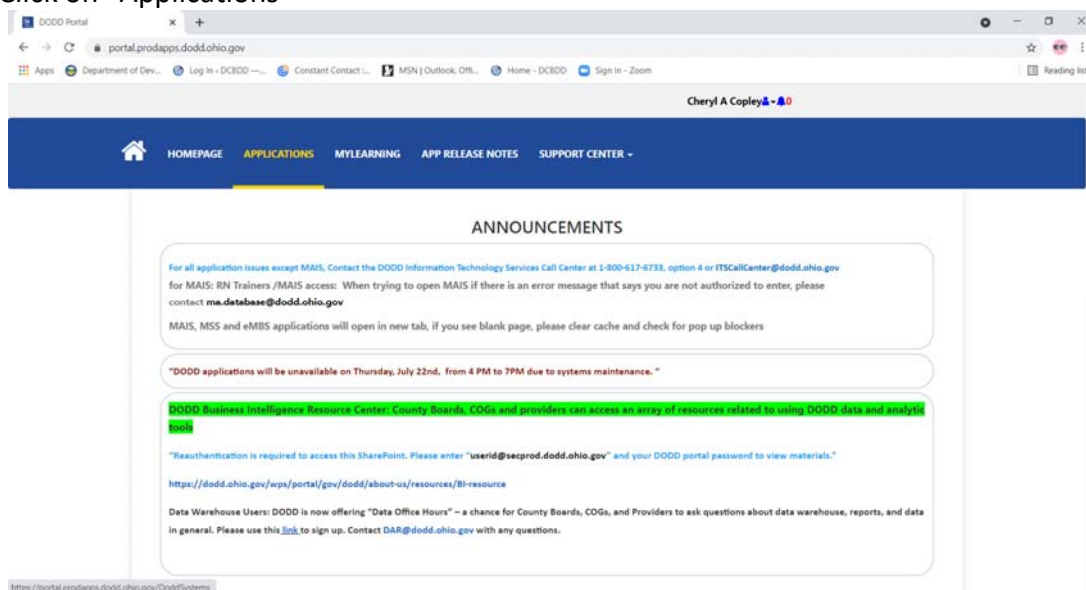
You will need:

- A login to the Ohio Dept of DD’s website

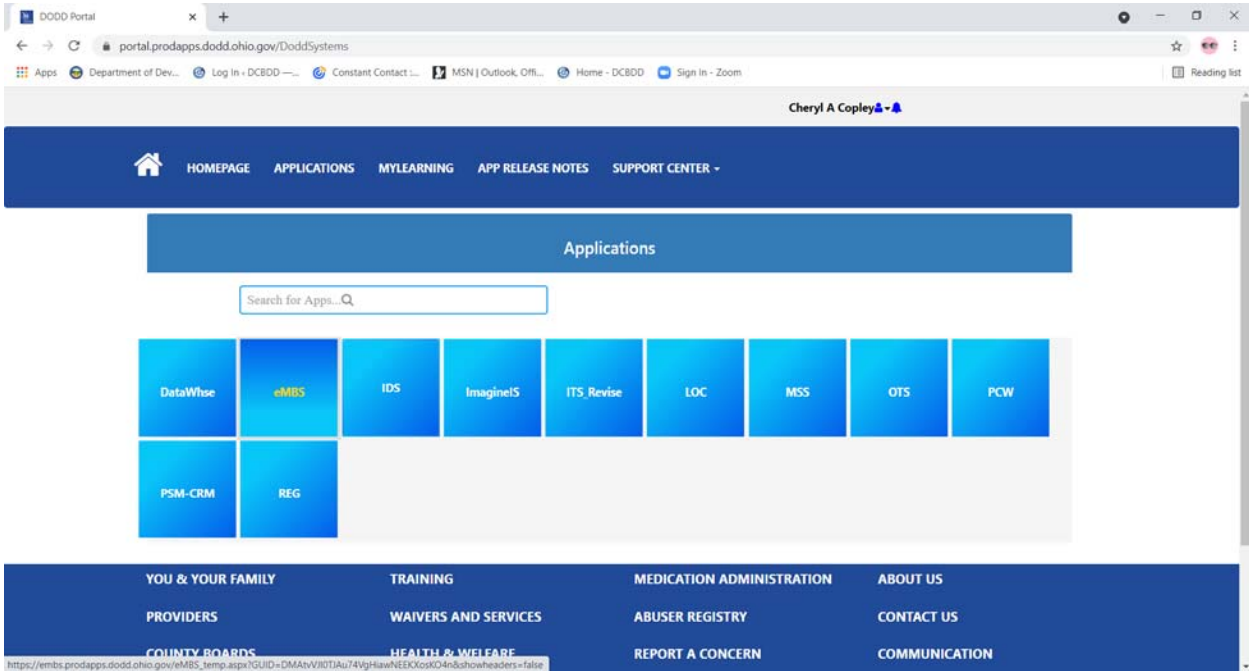
Go to the DODD website: [dodd.ohio.gov](http://dodd.ohio.gov). Click on the person icon at the top left, and then enter your user name and password.



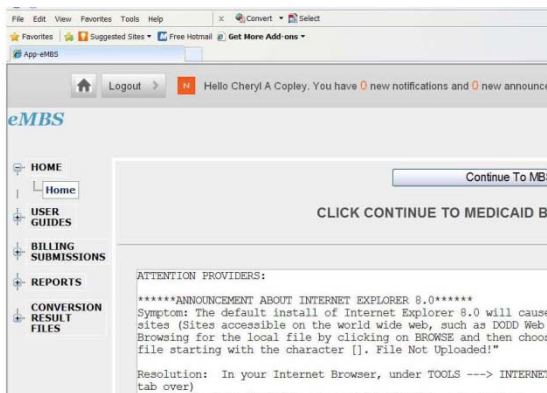
Click on “Applications”



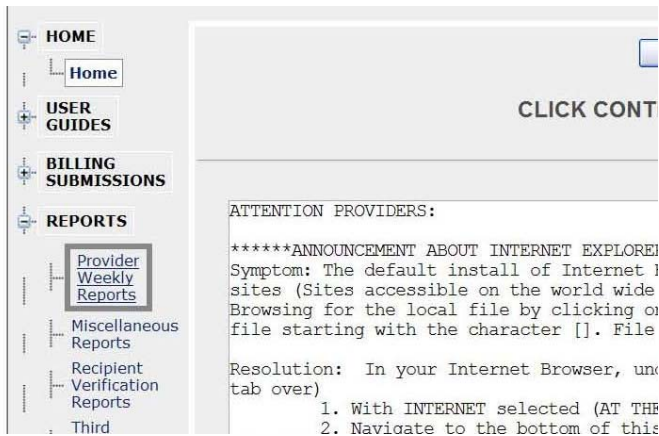
Click on "eMBS"



On the left side of the screen, click the "+" sign next to "Reports"



Click on "Provider Weekly Reports"



The date displayed at the end of the "Folder Name" are all Wednesday pull dates. Find the folder you are looking for and click "view" to the left.

Display Files	Folder Name
<a href="#">View</a>	FEB12B_02-01-12
<a href="#">View</a>	FEB12A_01-25-12
<a href="#">View</a>	JAN12D_01-18-12
<a href="#">View</a>	JAN12C_01-11-12
<a href="#">View</a>	JAN12B_01-04-12
<a href="#">View</a>	JAN12A_12-28-11
<a href="#">View</a>	DEC11D_12-21-11
<a href="#">View</a>	DEC11C_12-14-11
<a href="#">View</a>	DEC11B_12-07-11

Scroll down. Your reports will show toward the bottom of the screen, the under the "Folder Name" box

Click to view or download your report

- "Billed" and "Reimb Approved" reports should be checked for accuracy
- "Error" and "Reimb Denied" reports should be reviewed and rebilled
- "Invoice" reports will match the payment you will receive