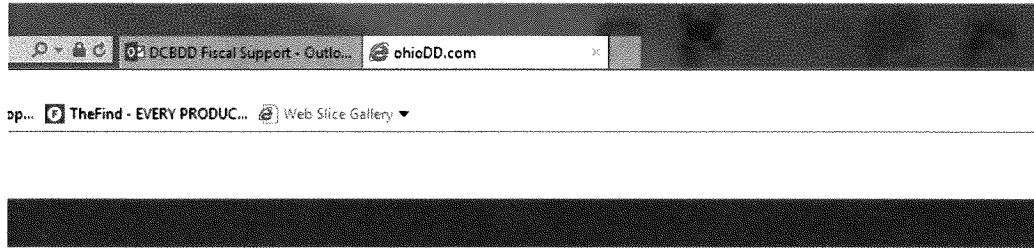


Once logged into OhioDD.com, you will select "Enter/Change Billing" to enter new billing.

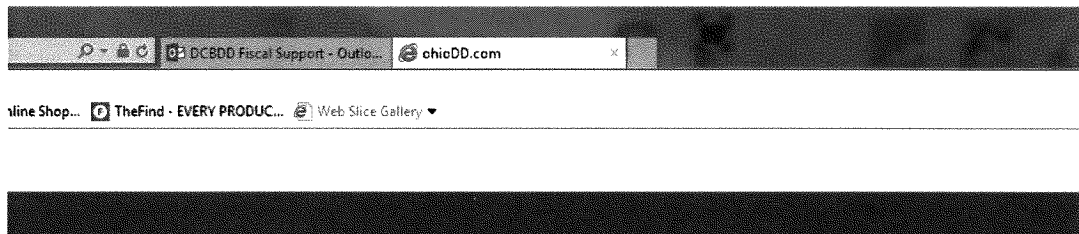


Please select from one of the following Services:

Utilization Review Utilization Review Instructions	County Billing Enter/Change Billing View Previous Billing Instructions	Case Notes Enter Case Notes Instructions	Demographics View Demographics Instructions
Payment Review Payment Review Instructions	Billing File Verification Billing File Verification Instructions	PAS Information View PAS By Name Instructions	Plan Information View Plans By Name Instructions

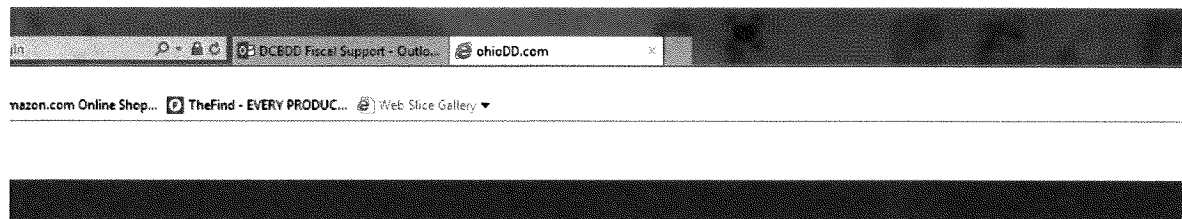
If you have any problems using these services, please click [here](#).
 Please do not use your web browser's 'Back' button when using ohioDD.com. Each web page has controls to navigate through the service. If you are in a service and want to use a different service, select the 'Services' tab at the top of the web page to return to this menu.
 Once you are done using ohioDD.com, please select the 'Log Off' tab and close your web browser to free up resources for other users.

Select the date range for which you want to bill. Select a Consumer whom you will bill for and the service codes for the services you provided. Press "Go."



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You will then see this screen. You must enter the number of units you provided on the correct date. If you did not provide service on a certain date, leave the "unit" field blank. Use the dropdown menu to select a service description – only on the dates you provided service. If you did not provide service on a certain date, leave the "description" field blank.



Enter County Billing For:

											Check All		
Date	Service Code	Staff Size	Group Size	Service Location	Units	C	Rate	Total	Description	Date Entered	Date Sent	Set To Resend	
10/01/2017	XTA	01				<input type="checkbox"/>	120.00						
10/02/2017	XTA	01				<input type="checkbox"/>	120.00						
10/03/2017	XTA	01			1	<input type="checkbox"/>	120.00		Class - Dance, Music, etc.				
10/04/2017	XTA	01				<input type="checkbox"/>	120.00						
10/05/2017	XTA	01				<input type="checkbox"/>	120.00						
10/06/2017	XTA	01				<input type="checkbox"/>	120.00						
10/07/2017	XTA	01				<input type="checkbox"/>	120.00						
10/08/2017	XTA	01				<input type="checkbox"/>	120.00						
10/09/2017	XTA	01				<input type="checkbox"/>	120.00						
10/10/2017	XTA	01				<input type="checkbox"/>	120.00						
Totals:					0.00			\$0.00					

Save Email Billing Do More Billing Reset

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If you are doing billing for another person, select "Do More Billing" to return to the filter page.

If you don't want to submit your billing yet, select "Save."

If you are done with your billing and are ready to submit to the county, select "Email Billing."

If you wish to clear all of the units you entered on this page, click "Reset."

10/09/2017	XTA	01				<input type="checkbox"/>	120.00					
10/10/2017	XTA	01				<input type="checkbox"/>	120.00					
Totals:					0.00			\$0.00				

Save Email Billing Do More Billing Reset

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Once you click "Email Billing" follow the prompts all the way through to the end and OhioDD.com will inform you that your billing was emailed to the county and a copy was sent to your email address of record.