



DEBS CHECKLIST

SUBMITTING SUD TREATMENT CLAIMS

- ☐ Select the Client.
- ☐ Click the + **New Claim** tab and then click **Start Claim**.
- ☐ Input the following information:
 - Organization
 - Facility - where the client is receiving the Intake services from
 - Fund
 - Effective Date - this should always be the start/1st of the month
 - Referral Source
- ☐ Click **Start Claim**.
- ☐ Select the type of **Service** from the dropdown menu in the box.
 - See Business Rules (Appendix E) for services covered and rates
- ☐ Click **Add Service Date** + and then the **Calendar Icon** to select the date for that service from a pop-up calendar. Repeat as needed for each service date.
 - Most service rates are fixed, and the rate will populate automatically.
 - For services claimed at actual cost, enter Dollar Amount in one cent (\$0.01) increments (\$5.00 = 500).
- ☐ Add additional Services as necessary by clicking + **Add Service** tab
- ☐ Click **Submit Services** button.
- ☐ Answer Prior Authorization Questions.
 - **Question 1:** SOR 3 funding may be used for treatment of opioid/stimulant use disorders for people w/o a 3rd Party Payer (Medicaid, commercial insurance, Recovery Works, etc...). In as much detail as possible, please explain how this patient is eligible for SOR Funds.
 - Documentation is required, such as a Medicaid denial letter or screenshot of Medicaid ineligibility in the Medicaid portal. These are to support that the client does not have a 3rd Party Payer. See steps below on "Uploading Supporting Documents".
 - Explain as much as possible in the response why the person cannot bill other insurance.
 - If client has private insurance, attest that no claim will be submitted to private insurance.
 - **Question 2:** Please provide an update into how your organization is working to get this patient affordable and sustainable health coverage.
- ☐ Click **Create Claim** and in the pop-up window click **Confirm Claim Information**.

UPLOADING SUPPORTING DOCUMENTS

- ☐ From the Client Dashboard, click **Select Action > Upload Documents**.
- ☐ Drag or click on the blue square to select a file.

ADDING SERVICES TO A CLAIM THROUGHOUT THE MONTH

- ☐ Click on the Invoice for the client for the current month.
- ☐ Click **Update Services**.
- ☐ Select additional days for each Service type (Click **Add Service Date +** and then the **Calendar Icon**).
- ☐ Click **Submit Services**.

NOTES

- To submit a claim, there must be an “Approved” GPRA Intake and timely 6-Month Follow-up in the system.
- The **Effective Date** should always be the 1st of the month.
- You can start a claim only for services that have started at least one (1) day before the claim is being initiated.
- Best practice is to submit claims every 10 days. Provider will be given 10 days from the date of service to submit a claim.
- Additional information may be request by DMHA staff through the DEBS portal or directly via email.

RESOURCES

- Video recording of a live demonstration: [DEBS Claims Submission Training for SUD Treatment Services.webm](#)
- DEBS Business Rules and Appendix E (service definitions, rates, and qualifications)

Updated 7.2.24