Vendor Quick Sheets

Indiana Vocational Rehabilitation Claim Payment System

Claim Statuses

The following describes the different statuses of claims in the Indiana Vocational Rehabilitation Claim Payment System. The user permissions describe if and who may edit the claim for each status.

Status	Description	User Permissions
Draft	The claim has been started and saved, but not submitted for State review.	The claim can be edited by the user who generated the claim.
Submitted	The claim is in State review.	The claim cannot be edited.
Not approved	The claim has been reviewed by State staff and the claim needs to be revised and resubmitted for State review. If this occurs, users will be able to see the 'Not Approved Reason' and 'Notes' to assist in claim modification.	The claim can be edited by the user who developed the claim.
Not Approved – Removed	The claim has been reviewed by State staff and the claim needed to be revised. The claim has subsequently been removed.	The claim cannot be edited but can be viewed.
Approved	The claim has been reviewed by State staff and the claim is approved for payment.	The claim cannot be edited.
Paid	The claim has been paid.	The claim cannot be edited.

CPS Reports Summary

The following reports are available through the Indiana Vocational Rehabilitation Claim Payment System and can be exported in different formats for your convenience

Report Type	What does the report do?	What information does the report provide?
Outstanding Authorizations	Displays all authorizations that have remaining funds available. Information displayed depends on vendor information* and service type.	View status and availability of outstanding authorizations by each line.
Authorization Research	Displays all authorizations based on the search criteria, including vendor information* and service type.	This is a general summary to view all authorizations.
Claim Status	Provides a list of draft, submitted, not approved, approved, and paid claims, based on search criteria, including region, area, caseload (VR only), and payment start and end dates.	The report provides a list of claims filtered by search criteria.
Vendor Payments by Client and Claim Detail	Displays all paid claims based on the search criteria, including vendor information* and dates.	The report can help track what payments have been made by participant and claim detail.
Payments by Procedure Code	Displays payments by procedure code, based on search criteria including region, area, caseload (VR only), and payment start and end dates.	The report provides trends of service delivery, including number of clients, average payment by client, and types of service.

*Information is prepopulated for vendors. Vendors can only see their information.

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Vendor User Roles

The following describes vendor user access have to the Indiana Vocational Rehabilitation Claim Payment System.

CPS Functions	Vendor User Role	
	Super User	Sub User
Claims		
Search for Authorizations	R	R
Search for Claims	R	R
Review Authorization Information	R	R
Draft Claim Information	U	U
Review submitted, in process, not approved, or paid claim information	R	R
Upload files for claims	U	U
Review billing history	R	R
Payments		
View Checks	R	R
Payment details	R	R
Participant Lookup	R	R
Reports		
Vendor Payments by Client and Claim	R	R
Outstanding Authorizations	R	R
Claim Status Report	R	R
Authorization Research Report	R	R
Payments by Procedure Code	R	R
Administrative Responsibilities		
Change user statuses	U	U
Search all user statuses	U	U
Add additional users	U	N
Manage and lock users	U	N
Manage Vendor Registration	U	N

Key:

R = Read/Viewing Access

U = Update Access

N = No Access

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