

Adding Payment Information for a Provider



Knowledge Base Article

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Overview

This knowledge base article discusses how to add information regarding a payee, the payment method, and the payment effective date.

In Ohio SACWIS, the payment information for a private agency home will default to the payment information recorded for the associated network provider for foster care maintenance.

However, Child-Specific Provider Payment Information can be recorded when an adoption subsidy is received by the home directly from OAKS. The payment should then be routed to a unique address.

Adding Payment Information for a Provider

1. On the Ohio SACWIS **Home** screen, click the **Financial** tab.
2. Click the **Payment** tab. The **Navigation** menu appears.
3. Click the **Provider Payment Info** link. The **Provider Search** screen appears.
4. Click the **Provider Search** button.

The screenshot displays the Ohio SACWIS interface. At the top, there is a navigation bar with tabs: Home, Intake, Case, Provider, Financial (highlighted with a red circle), and Administration. Below this, a secondary bar contains links: Workload, Action Items, Services, Eligibility, Payment (highlighted with a red circle), Benefits, and Statistical & Expenditure Reports. On the left side, a vertical navigation menu lists various options, with 'Provider Payment Info' at the bottom, highlighted with a red circle. The main content area is titled 'Provider Search' and features a 'Provider Search' button (highlighted with a red circle), a '~ OR ~' separator, a 'Provider ID:' input field, and a 'Go' button.

The **Provider Profile Search Criteria** screen appears.

5. Enter filter criteria information in the appropriate fields.
6. Click the **Search** button.

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Search For Provider Profile

Provider ID:

OR

Member Last Name: Member First Name: Member Middle Name:

Provider Name:

Provider Category:

Agency Type:

Agency:

Provider Type: ☐ Include "Closed" Provider Type Status

Provider Status:

Address, Contact and Provider Reference Criteria

Name Match Precision
Returns results matching entered names including AAA names/aliases

7. Click the **Select** link in the appropriate row.

	Provider Name / ID	Provider Status	Provider Category	Address
select		ACTIVE	HOME	

[View Provider Type Information](#)

The **Provider Search** screen appears.

8. To establish a default payment information record for a provider, click the **Add Payment Information** button.

Important: The **Default Provider Payment Information** will be used for all FCM, AA, and SAMS payments issued to the provider. Payments made for purchased care services will be issued using the Provider Payment Information associated with the network provider.

9. If the payment information is for a child receiving an adoption subsidy, select the child's name from the **Child** field drop-down list. (Also see **Important Information** on the next page for additional instructions.)

10. Then, click the **Add Payment Information** button.

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[State Provider Reimbursement Plan](#)

Maintain Payment Information

Filter:
Active ▾

Default Provider Payment Information

Payee Name	Payment Method	Payment Address	Effective Date	End Date	Created Date
To add Provider Payment Information, click "Add Payment Information" below.					
Add Payment Information					

The **Provider Payment Information Details** screen appears.

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Important Information: Child-Specific Provider Payment Information is only used for adoption subsidy payments and is optional. The **Child** field drop-down list displays the name and date-of-birth for any children who have adoption subsidy records which are linked to that provider and are “owned” by the agency associated with the logged-in worker.

If a child’s provider payment information record is active, the payee information associated with the child’s record will be used for the adoption subsidy payments, regardless of if an active default provider payment information also exists for the provider. If no child specific provider payment record exists, the active default payment information record (if one exists) will be used for the adoption subsidy payments.

There is no need to establish a child-specific payment information record if the payee information for the provider is the same as the default provider payment information.

A child-specific payment information record can be established if a special account (different from the payment method or account information established by the default provider payment information record) has been set up for the child and a direct deposit is desired for that separate account.

Child-specific provider payment information can also be established if the payee for the child’s subsidy is different from that of the default record, such as in the case of a separation or divorce and the children resides with different adoptive parents.

11. In the **Payee Name** field, enter the appropriate name.

12. In the **Payment Method** field, select the method from the drop-down list.

Important: When **Check** is selected, the payee name will print on the check exactly as it has been entered in the **Payee Name** field.

13. If the **Effective Date** field, select the appropriate date.

Provider Payment Information Details

Effective Date: * ⓘ
11/04/2022 ⓘ

End Date: ⓘ

Payee Name: * ⓘ
Daisy Rose

Payment Method: * ⓘ
Check

14. In the **Payments Delivered to Address** section, click the radio button next to the appropriate address (if more than one appears).

15. If the correct address does not appear in the grid, click the **Address Search** button and complete a search for the desired payee address.

Important: These addresses are generated from the current, non-end-dated addresses listed on the provider’s record.

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16. When complete, click the **Save** button.

Provider Payment Information Details

Effective Date: *

11/04/2022

End Date:

Payee Name: *

Daisy Rose

Payment Method: *

Check

Payments Delivered to Address

Select	Address Type	Address	Address Effective Date	Address End Date
<input checked="" type="radio"/>	Physical (Primary)		10/17/2003	
<input type="radio"/>	Mailing	Unknown Address	10/17/2003	

Address Search

Medicaid Mailing Information

Current Medicaid Address:

Origin of Address: *

Provider Primary Address

☐ To override the Current Medicaid Address with the Payment Address selected above, click here

Save

Cancel

If you have additional questions pertaining to this Deployment Communication, please contact the [Customer Care Center](#).