Oklahoma

–Submitting Vendor Entries as an Employer

Welcome to Acumen!

Thank you for joining the Acumen Family!

Acumen Fiscal Agent
Innovation · Opportunity · Freedom

DIRECT CARE INNOVATIONS

Acumen powered by DCI

Helping create a positive, long-lasting impact on people's lives.

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Acumen & DCI

Who is Acumen?

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- One of the largest, most experienced fiscal management entities in the U.S.
- Servicing multiple states across the country
- Over 30 years of experience
- Customized approach for your needs

What is DCI?

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DCI is the electronic invoicing system that allows community vendors to securely submit supporting documentations for payment approval by the individual or their authorized representative.

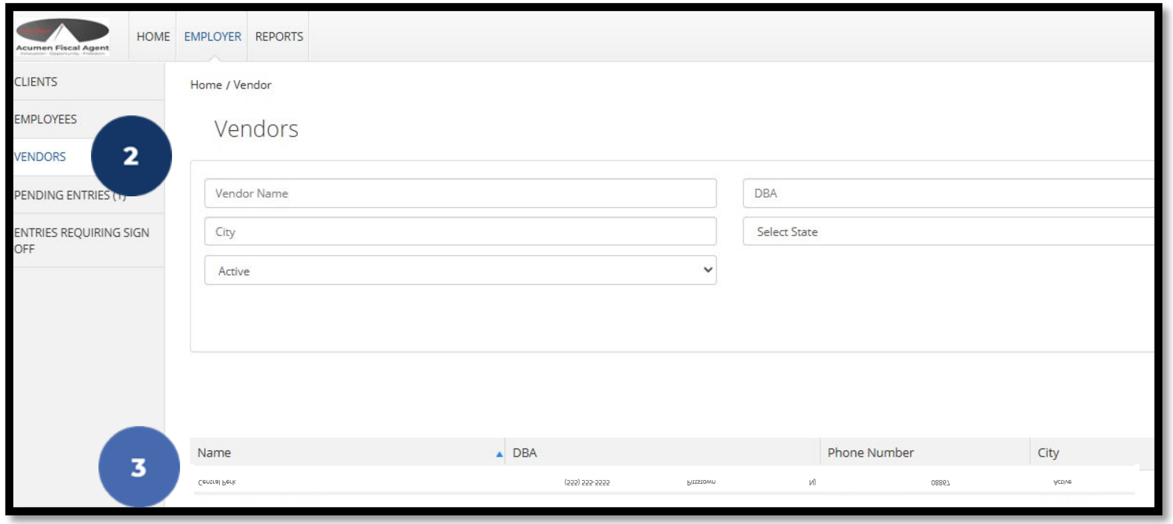
<u>Web Browsers</u>

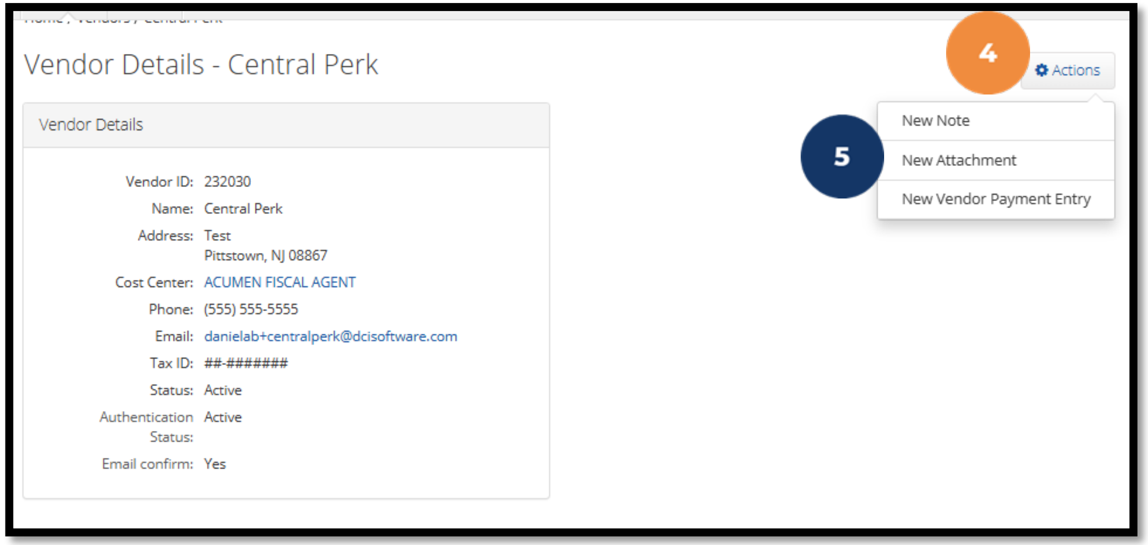
- ✓ Google Chrome (DCI Preferred)
- ✓ Firefox
- ✓ Edge
- ✓ Safari

New Vendor Payment Entry

New Vendor Payment Entry

1. **From your home page,** Select **Employer**
2. Select **Vendor** from the submenu
3. Select **the Vendor you are submitting the payment entry for**
4. Select "Actions"
5. Select "Add New Vendor Payment"



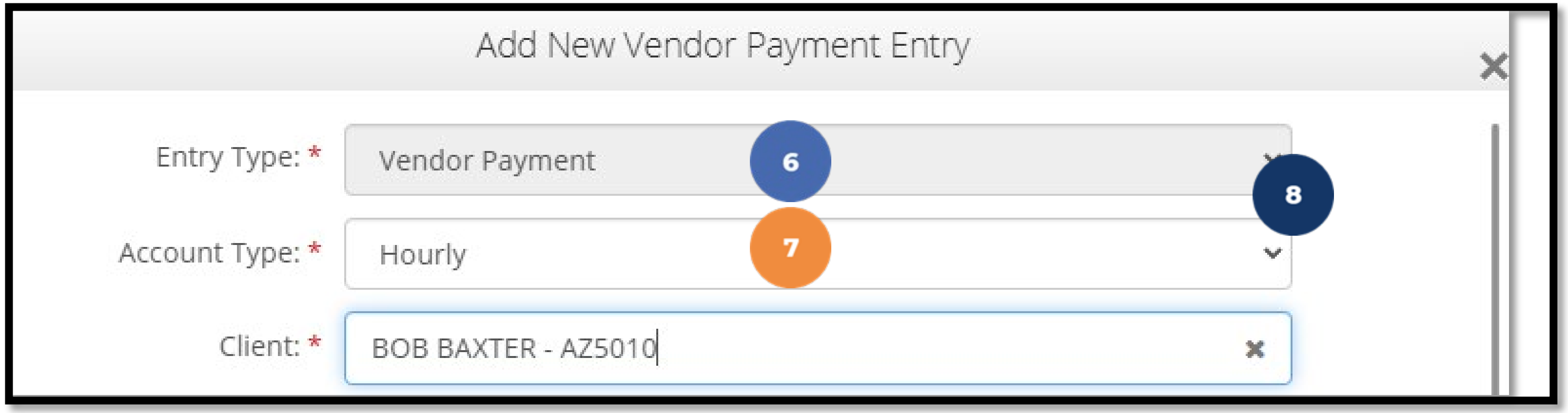


***If you don't see the name of your Vendor, please reach out to Vendor-OK@acumen2.net to verify the spelling as well as verify that this is an Approved Vendor.**

New Vendor Payment Entry

Complete the form:

6. Entry Type **(required):** Vendor Payment
7. Account Type **(required): Hourly**
8. Client **(required):** Type the client's name and select it from the drop-down (Last Name First Name with no commas in between)



Please note: Only clients who have an active service account with you listed as the *vendor* will display. If you do not see your client's name appear in the drop down, please reach out to Vendor-OK@acumen2.net.

New Vendor Payment Entry

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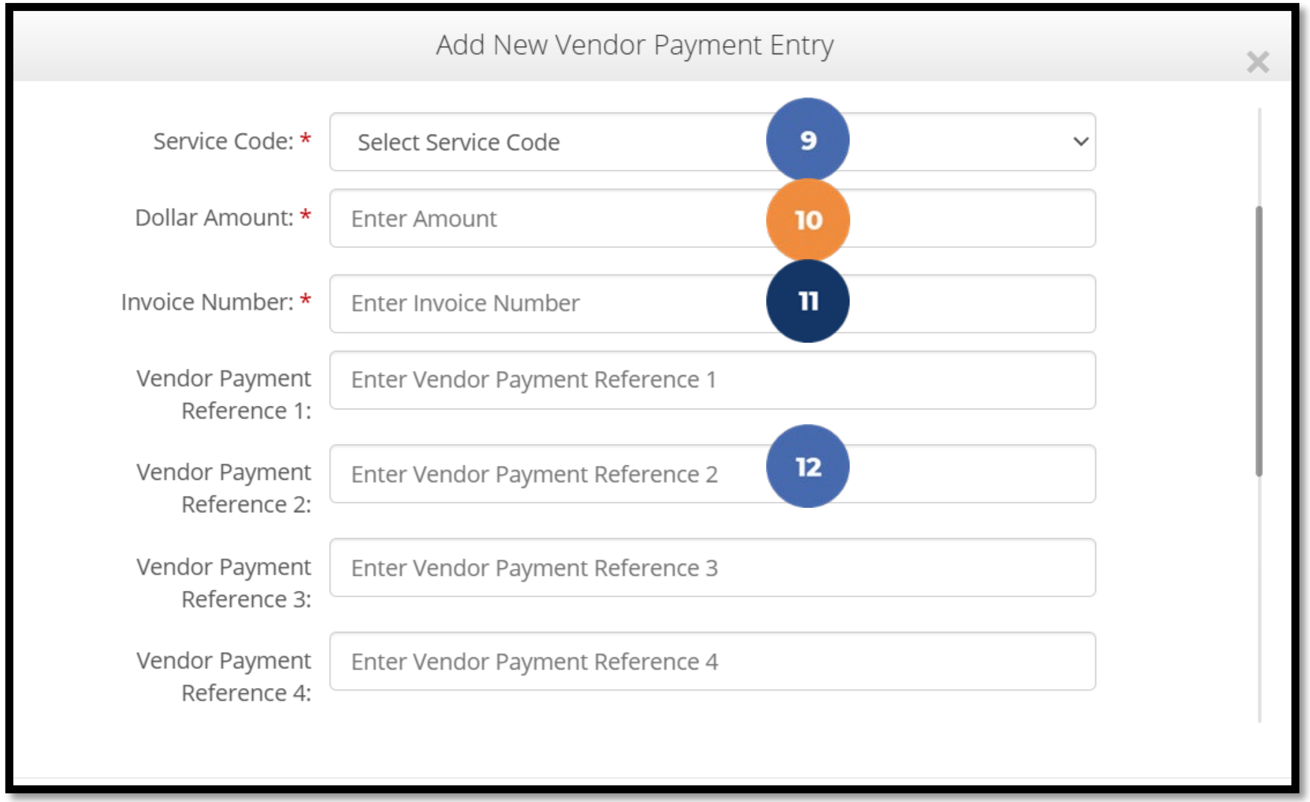
9. Service code (**required**): Select from the drop-down
10. Dollar Amount (**required**): Enter the total amount for the invoice for all dates of service
11. Invoice Number (**required**): Enter the invoice number.

Note: Invoice # field cannot have special characters, such as periods/slash/semicolon, please only use spaces.

Also please be sure to add the CLT initials and month in this line as it will help keep payments organized. Not required but helpful!

12. Vendor Payment Reference Fields 1-5 (*optional*): You can skip these!



Service Codes!

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Each service code (e.g., **S9451**) will include a modifier at the end, such as **S9451-35** or **S9451-205.10**.

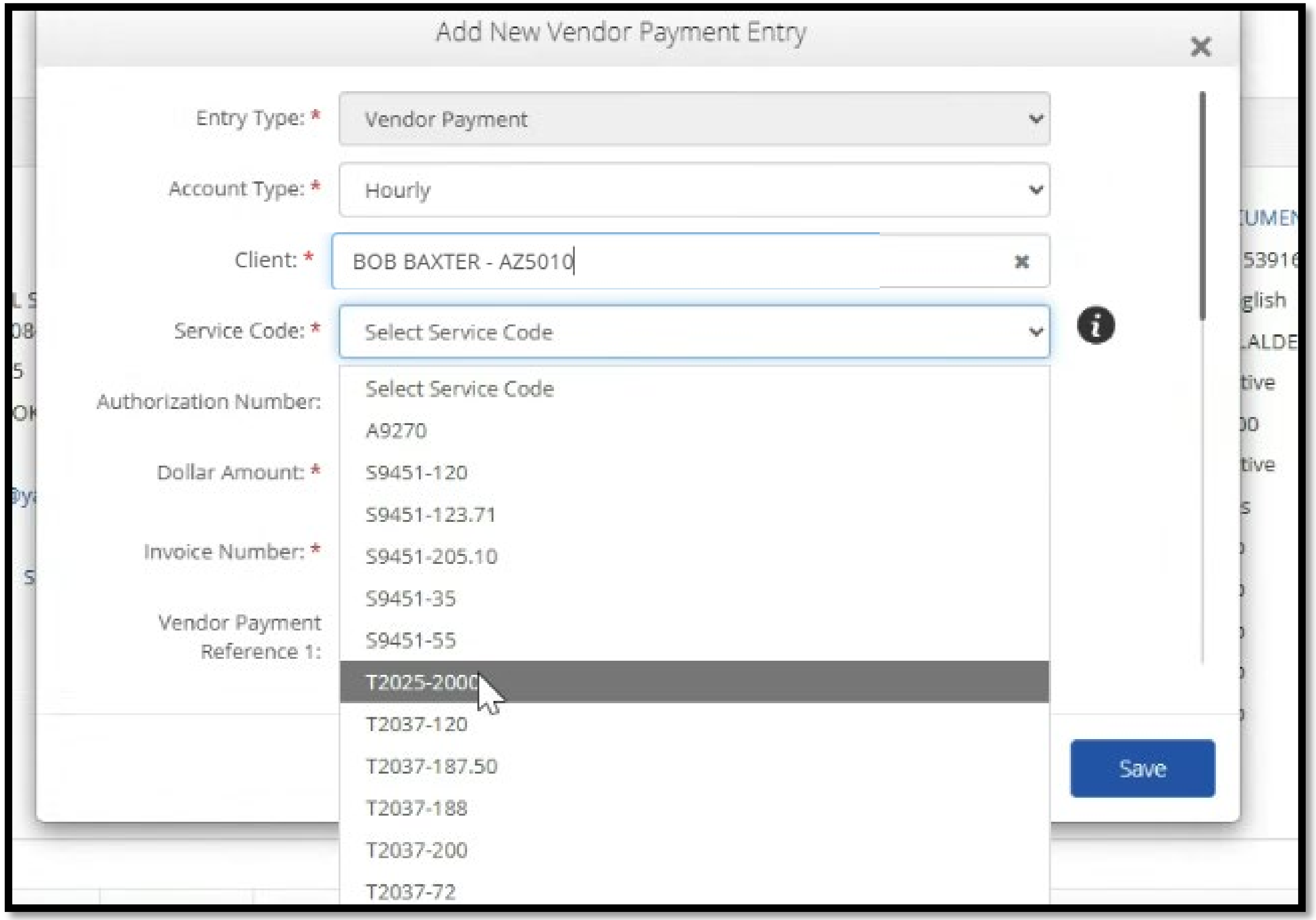
•The **service code** identifies the type of service.

•The **modifier** shows the unit cost (for example, if each class costs $30, the code would be **S9451-30**).

Invoice #:

Do **not** use special characters (like periods, slashes, or semicolons). Use only spaces. Please include the **CLT initials** and **month** in this field.

This information helps match the paystub image that vendors receive—it's helpful but not required.

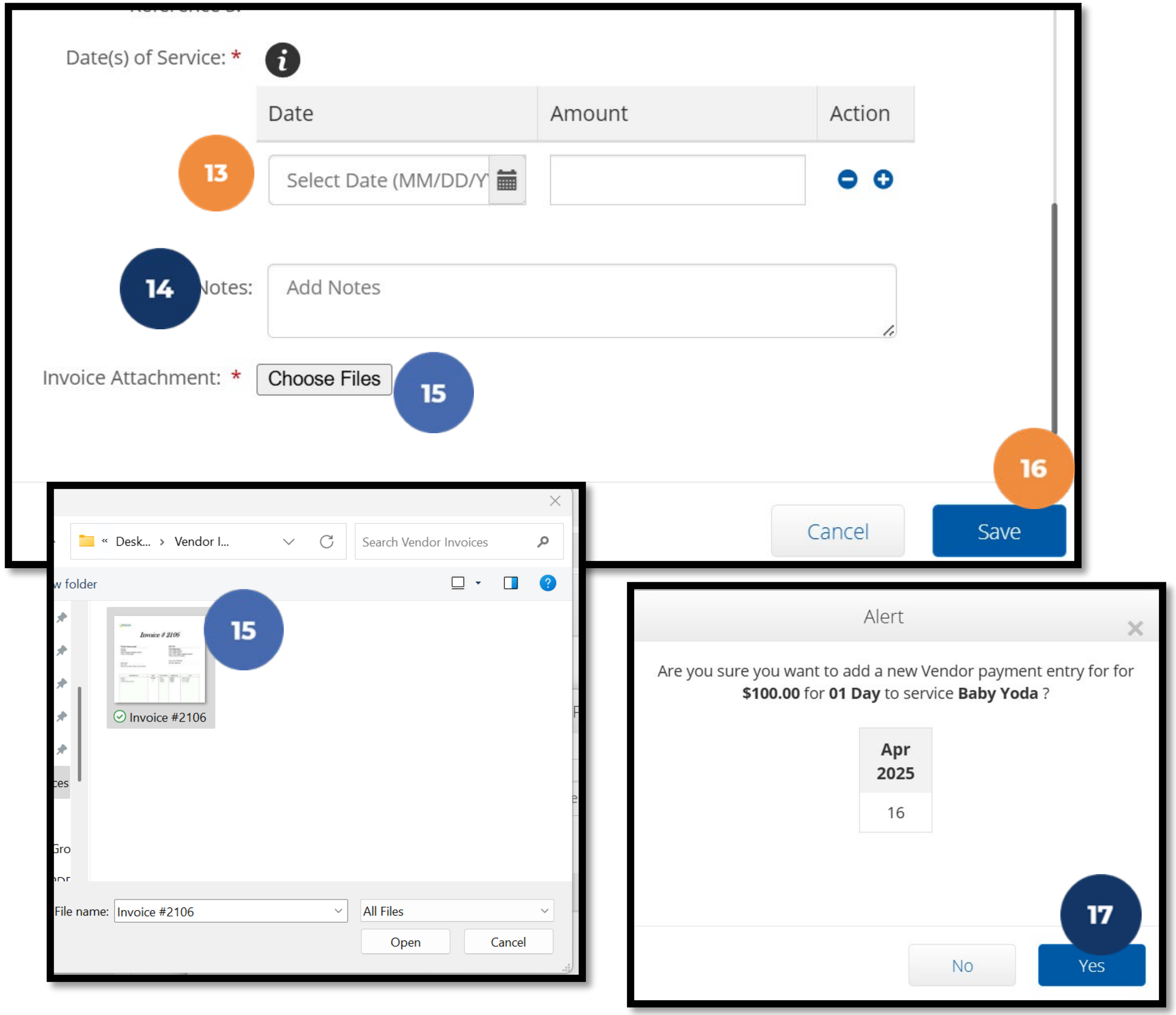


New Vendor Payment Entry

13. Date(s) of Service **(required):** This may be one date or multiple dates. Enter the date and the amount for that date then click the blue **plus sign (+)** to add more as needed.

- **Please note:** The sum of the dates of service must match the dollar amount entered in the Dollar Amount field

14. Notes (*optional*): Used for your own understanding so please add clarifications such a “Sept Swim Class” to assist with understanding each payment
15. Supporting Documentation Attachment **(required):** Click the **Choose Files** button to select and upload the supporting documentation. Attachment must be in PDF, JPG, or PNG format.
16. Click **Save**
17. Click **Yes** to confirm



New Vendor Payment Entry

Demonstration

FAQ’s & Resources

Common FAQ's

Q: I am seeing multiple Vendor options, how do I know which one to select?
A: Please email your Acumen Vendor Team directly at **Vendor-OK@acumen2.net** for assistance with selecting the correct Vendor for your needs.

Q: I used to contact my Acumen Agent for my Vendor questions, who do I contact at Acumen when I have Vendor related inquiry?
A: Your dedicated Vendor Team would be happy to assist! Please email **Vendor-OK@acumen2.net** for assistance

Q: When attempting to submit a Vendor Request in DCI, I do not see the Service Code I need. What do I do?
A: If you do not see the authorization that you need in the dropdown list (ex. S9451-35, T2036-120, T2037-240, etc…) there could be one of two issues. Either Acumen has not received the Authorization from your Case Manager, in which case you need to reach out and verify that Acumen was provided what is known as a 'PB Number', or reference number for that Auth. The second issue may be that the request for Vendor payment is being entered incorrectly, in which case you can email us at **Vendor-OK@acumen2.net** with any questions you may be having.

Common FAQ's

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Q: The Vendor Trainings are not being held at times that work for my schedule. Will there be Trainings held at non-traditional hours?
A: Unfortunately, no, but we do have a website that holds all of our Training Material! Simply go to Acumen OK Training for all of our resource material!

Q: I have a payment that is past the 160-day timely filing deadline, can that be processed?
A: No, anything that hasn't been submitted for payment that is over 160 days from the last service date is not able to be paid per DDS Program Policy.

*If you would like to see if a Vendor is already Program-approved or submit a request to receive services through a new Vendor, please email:
DDS.SDS@okdhs.org

Helpful Resources

Utilize our Websites

OKLAHOMA- Training Materials for **more help**

- This will give you a full list of Training Materials for DCI

OKLAHOMA State Page

- This will give OK specific details with Acumen Fiscal Agent

Contact the Acumen Vendor Team

For help with Vendor questions pertaining to DCI, corrections requests, timely filing concerns, or payment issues

Contact Us form at www.acumenfiscalagent.com/contact

Email us at: Vendor-OK@acumen2.net

By Phone: (833) 892-0413

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THANK YOU!

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