PossABLE
Services. Lives. Futures.

OKLAHOMA Human Services
Developmental Disabilities Services

How to Get the Vendor Paid!

Vendor Approval Steps:

1. Before Goods or Services are approved, the EOR will need to give the case manager a Letter of Recommendation from a licensed professional *(Physical therapist, General Practitioner, Occupational Therapist, Speech Therapist, Physician's Assistant, etc. ...)* explaining how the specific Good or Service will benefit the recipient's disability needs.

2. The recipient's case manager must budget the Good or Service into the Plan of Care (POC). After it is approved on the POC, the case manager needs to send an authorization (PB#) to Acumen. This authorization is what allows Acumen to begin the approval process. *The POC must include the exact dates the Service is being utilized and the exact cost of the Good or Service.*

3. All vendors are required to have a Form W-9 on file with Acumen. A W-9 is a tax form that provides information to a person/company that is making payments to another person/company.

   If a vendor was previously used by another recipient, the EOR does not have to get another W-9 from the same vendor. However, if there is no W-9 on file with Acumen, it is the EOR's responsibility to acquire one from the vendor and send it to Acumen. The vendor's W-9 needs to be the most current form or Acumen will request a correction.

After Utilizing the Vendor: Request for Vendor Payment Form

1. After the vendor is approved in Acumen's system and approved on the recipient's POC, the recipient can utilize the Good or Service during the dates that were approved on the POC.

2. After the Good or Service is utilized, the EOR must fill out a "Request for Vendor Payment" form. The cost and service code must match the approved authorization *exactly*. Only one vendor per form, but there can be multiple requests per vendor (i.e. the recipient is utilizing a Therapeutic Horseback Riding organization and the EOR put multiple lessons on one form). This form must be submitted right after the service is provided to ensure the vendor is paid.

3. The "Request for Vendor Payment" form must be sent to Acumen with an invoice. The invoice comes from the vendor and outlines exactly how much the service costs and the dates the recipient attended. This invoice must match the "Request for Vendor Payment" form and the POC.

   Oklahoma Health Care Authority policy will not fund any request for payments that go beyond 6 months of the service being rendered. To meet this requirement, both the "Request for Vendor Payment" form and the invoice must be submitted to Acumen within 5 months of the service being rendered. If they are not submitted promptly, the EOR will be responsible for paying the vendor.

Vendor Options

The vendor has two payment options, a check, or a direct deposit. If the vendor wants a direct deposit, they will have to set up an "Authorization for Direct Deposit" with Acumen. The EOR can help facilitate this set-up or the vendor can work directly with Acumen.

Remember: *The EOR is responsible* for coordinating with Acumen to ensure Acumen has everything needed to pay the vendor.

If you have any questions, please email the SDS team at DDS.SDS@okdhs.org

Disclaimer: This document is a condensed version of the EOR training and DDS policy. Completing the EOR training is a requirement for utilizing Self-Directed Services.