

PROVIDER BULLETIN

DATE: June 14, 2016
TO: Non-Specialized Service Providers
FROM: Courtney Miller, Director Division of Developmental Disabilities
BY: Joyful Stoves, Communications Coordinator
RE: Non-Specialized Billing Process



Effective July 1, 2016 you are encouraged to bill electronically for the service you provide to individuals who receive supports from the Division of Developmental Disabilities.

Therap is a computer program that will allow you to enter your attendance and billing will be created electronically. Therap is internet based so you can access it anywhere internet is available.

This new system has many advantages for you including:

- Quick and immediate access to Service Authorizations sent electronically;
- Auto calculates your billing;
- Explanation of Payments will be available online;
- View the status of billing claims online; and
- Best of all, **you will receive your payments faster.**

All you need is your 8 digit provider number. This number is on your service authorization as "Provider ID". With your number, go to Therap's secure login: <https://secure.therapservices.net/auth/login>. On Therap's login screen, you will use your provider number to log in. **Login available starting June 28, 2016.**

Use the following to complete your Therap login:

Login Name = your 8 digit provider number

Password = your 8 digit provider number with the first 3 letters of your last name

Provider Code = your 8 digit provider number and "-NE"

It is important to keep this information.

You will be prompted to change your password once you login the first time. Be sure to remember your password, or record it in a secure location, as you will need it for future logins.

*Example for Jane Smith
with Provider ID:
00123456:*

*Login Name: 00123456
Password: 00123456smi
Provider Code:
00123456-NE*

We want to make this process as easy as possible for you so please access the following resources to assist you:

- Quick Guide is available online at DHHS-DDD's page for non-specialized providers: www.dhhs.ne.gov/developmental_disabilities/Pages/aDDP-Non.aspx. If you would like a printed copy, you can request one at a local office or contact the DDD Central Office at 1-877-667-6266.
- Therap has developed a webinar training specifically for you. **You must sign up and attend this webinar before the July 1, 2016 implementation.** You will find this webinar, along with other Nebraska-specific information, at Therap's website: www.therapservices.net/nebraska
- If you have any questions about your login or online features, you can use Therap's Live Help at the top of their website.
- If you have any other questions about the new billing, please contact your DD Service Coordination office or call 1-877-667-6266.

Reminder! For any services provided before July 1, 2016, you should bill using the current system.