The Leukemia and Lymphoma Society Co-pay Assistance Program

Patient Portal:
Submitting an Expenditure

Please Note: The Expenditure requirements and process have not changed, however the portals have a new and improved look. This tutorial is designed to acquaint you with the new layout.
Patients: Submitting an Expenditure

Login with User Name and Password

Patient Login

Welcome to the LLS Co-Pay Assistance Program online application process. Please login.

Login

(Your email)
User Name: [blank]
Password: [blank]
Login

If this is your first time visiting the Leukemia & Lymphoma Society and you would like to register, please click Register.

If you forgot your password, click here to get new credentials.
Patients: Submitting an Expenditure

On the Landing page you can see the status of your application, after you have been approved you can submit expenditures from this page.
Patients: Submitting an Expenditure

Scroll down to submit an Expenditure.

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Approval Date</th>
<th>Submission Channel</th>
<th>Status</th>
<th>Expiration Date</th>
</tr>
</thead>
</table>

There are no available Expenditures for this application.

Quick Tip
You can print the POE fax cover sheet here.
Patients: Submitting an Expenditure

Proof of Expenditure Form – Displays the patient name, address, and award information with approval date & expiration date.
Patients: Submitting an Expenditure

To Start, select ‘Address Payment to the Remitted to’ field. (Payable to)
### Patients: Submitting an Expenditure

#### Search for Provider of Service

**Proof of Expenditure Form**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patient ID</td>
<td>103060</td>
</tr>
<tr>
<td>First Name</td>
<td>Portal</td>
</tr>
<tr>
<td>Suffix</td>
<td>VA</td>
</tr>
<tr>
<td>State</td>
<td>VA</td>
</tr>
<tr>
<td>Zip</td>
<td>23612</td>
</tr>
<tr>
<td>Guaranteed Award Amount</td>
<td>$0.00</td>
</tr>
<tr>
<td>Guaranteed Account Balance</td>
<td>$0.00</td>
</tr>
<tr>
<td>Application's Approval Date</td>
<td>11/2/15</td>
</tr>
<tr>
<td>Application's Expire Date</td>
<td>10/31/16</td>
</tr>
</tbody>
</table>

**Verification Log**

<table>
<thead>
<tr>
<th>Provider</th>
<th>Date From</th>
<th>Date To</th>
<th>Type Of Service</th>
<th>Description</th>
<th>Amount Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>J8959</td>
<td></td>
<td></td>
<td>Prescription drug, oral, chemotherapeutic, nos</td>
<td></td>
<td>250.00</td>
</tr>
</tbody>
</table>

**Total** $250.00
Patients: Submitting an Expenditure

Verification Log – Enter Date range, Type or Service, Description and amount. Selected provider information will pre-populate the payable field.

Quick Tip
Type of Service is a CPT Code. Description is the name of the service or medication name.
Patients: Submitting an Expenditure

Verification Log Entry Requirements – Use ‘Tab’ key to move between entry fields.

Quick Tip
Usually 3 to 5 characters are needed. Use up/down arrows to highlight auto-completed codes and select enter. Mouse use is not supported.
Patients: Submitting an Expenditure

Verification Log – Click Save to Save details of expense.

Quick Tip
Delete will remove the entire expense entry, while discard will only blank out the fields.
Patients: Submitting an Expenditure

Verification Log – Payee Address update, after selecting Update- fill in all fields. Then Select ‘OK’.

![Verification Log](image_url)
Verification Log – additional codes/medications can be added using ‘+Add Item’ and repeating prior steps for entry. Once all codes/medications are entered click Submit.

Quick Tip
You can only pay on provider per expenditure. The only exception to this is when the claim is payable to the patient.
Patients: Submitting an Expenditure

Upload supporting expenditure documents by selecting ‘Browse’.
Patients: Submitting an Expenditure

Select your supporting expenditure file in the file upload window. Click ‘Open’.
Patients: Submitting an Expenditure

Once you have selected your document, click ‘Upload Document’ to upload.
Patients: Submitting an Expenditure

Your file is no attached, repeat for any additional documents to upload. Once all uploaded, click ‘Submit’.
Patients: Submitting an Expenditure

Sign and Submit that expenditure is completed, accurate, and supporting documents have been uploaded.
Patients: Submitting an Expenditure

Portal Landing Page – You can check the status of an expenditure on this page

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Approval Date</th>
<th>Submission Channel</th>
<th>Status</th>
<th>Expiration Date</th>
</tr>
</thead>
</table>

Quick Tip
Select the POE ID to open the expenditure to see additional POE details.

<table>
<thead>
<tr>
<th>POE ID</th>
<th>Submission Date</th>
<th>Submit Channel</th>
<th>Amount Submitted</th>
<th>Amount Paid</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>P-1107</td>
<td>Nov 2, 2015</td>
<td>Patient Portal</td>
<td>$250.00</td>
<td>$0.00</td>
<td>Pending-POEVerification</td>
</tr>
</tbody>
</table>