

## Accessing Ahlers Monthly Reports: CVR Processing and Error Reports

- <https://secureahlerssoftware.com>
- Login using your agency customer number and password
  - Your agency customer number is:
    - 8-digit number
    - Assigned to each agency by Ahlers
    - Same login and password used to upload CVR transmission files
    - Call Ahlers (1-800-888-1836) for customer number and/or password, if unknown
- Click on “Receive Files” link on the left-hand side of the page to access all Ahlers monthly reports, except for the billing register/Remittance Advice (RA)
- Click on “View Reports” link on the left-hand side of the page to access the billing register/Remittance Advice (RA)
  - To view claims-level information, select a clinic from the drop down menu at the top of the screen and then click on “FPEP Reports”, Year, Month and select “Medicaid Extension Program”. Click on the small circle labelled “PDF” to download a PDF version of the billing register.
  - To access agency-level summary information, click on “FPEP Reports” without first selecting a clinic.

File Name	Report Title	Report Description	How to Access
projectnumber_RX(month)M THLY_RXM110_date	CVRs Processed Report	Summary of all CVRs processed (including rejections) at Title X/CCare sites	“Receive Files”
projectnumber_RX(month)M THLY_RXM110a_date	CVRs Processed Report	Summary of all CVRs processed (including rejections) at CCare-only sites	“Receive Files”
projectnumber_RX(month)M THLY_RXM115_date	CVR Error Listing	Detailed explanation of each CVR denial/rejection	“Receive Files”
projectnumber_RX(month)M THLY_RXM120_date	Summary of CVR Errors	Summary of CVRs rejected by reason/type	“Receive Files”
projectnumber_RX(month)M THLY_RXM125_date	Transactions List	Detailed list of CVRs with Patient #s and SOP and whether they processed or rejected	“Receive Files”
AhlersReports	Monthly Billing Register/Remittance Advice	Detailed list of processed CCare claims, including voids and resubmits	“View Reports”

All reports will be available on the Monday or Tuesday following the Thursday before the 15<sup>th</sup> of each month (CVR and CCare claims submission deadline). The submission deadlines for each month are available [here](#).