ODHS|OHA 070-001-011 Billing Change – High Level

<table>
<thead>
<tr>
<th>OIS</th>
<th>MCD Coordinator</th>
<th>Employee’s Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive updated codes from Accounting</td>
<td></td>
<td>Determine a change to billing code is necessary</td>
</tr>
<tr>
<td>Update the Mobile Service Management Vendor with correct codes</td>
<td>Notified line of service has old billing code</td>
<td>Provide MCD Coordinator with new billing codes</td>
</tr>
<tr>
<td>Line of service with outdated codes</td>
<td>Work with manager to get new billing codes</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>Assign lines to employee default labor cost codes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Complete changes in the Mobile Service Management Vendor Portal</td>
<td>Work with Accounting and manager to get proper codes</td>
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</tbody>
</table>

No further action is needed