# How to Find the Service Information
for Service Delivered (SD) Batch Import Files

Agency Providers will need to obtain several different data points to create a CSV file to use in the SD Batch Import Process. Incorrect data will cause your SD Import file to fail to upload.[1] This guide shows where to find five data points on the CSV File:

- **Column A:** The **Service Location ID** for the provider record used on the Service Prior Authorization (SPA). This number can vary for different individuals, even when billing for the same service.

- **Column B:** The **Service Element** listed on the SPA. This can vary for different services for that the same individual receives.

- **Column C:** The **Procedure Code** listed on the SPA.

- **Column D:** The **Modifier Code** listed on the SPA.

- **Column E:** The **Client Prime** of the individual being billed for.

Find the Needed Service Information for SD Batch Imports:

1. Log in to eXPRS and select **Prior Authorization > Service Prior Auth > Find SPA.**

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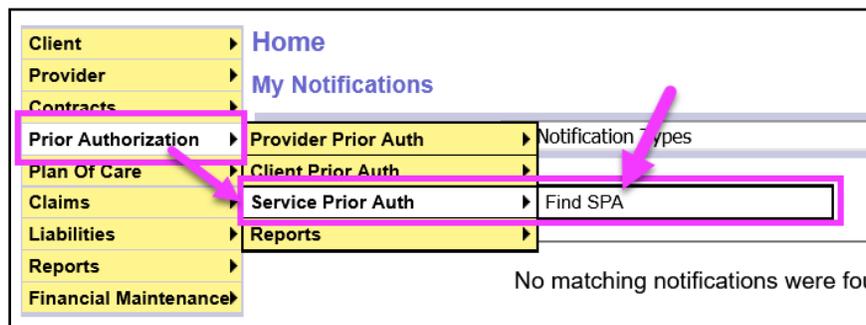
[1] For specific details on setting up an import file correctly, see the guide: **Agency SD Import - Overview of the Service Delivered Billing Entry (SD) Batch Import Process and CSV Spreadsheet**.

2. On the **Find Service Prior Authorization** page, enter the following criteria and select **Find**:
   - **Status** = Select **Accepted** (Active authorizations that can be billed for)
   - **Effective Date** = Enter the first service date (e.g. First day of the month).
   - **End Date** = the last service date (e.g. Last day of the month).

3. From the results, view the data elements noted above.

4. Select an **Export Option** to export the authorization results list for use or storage offline (if needed).