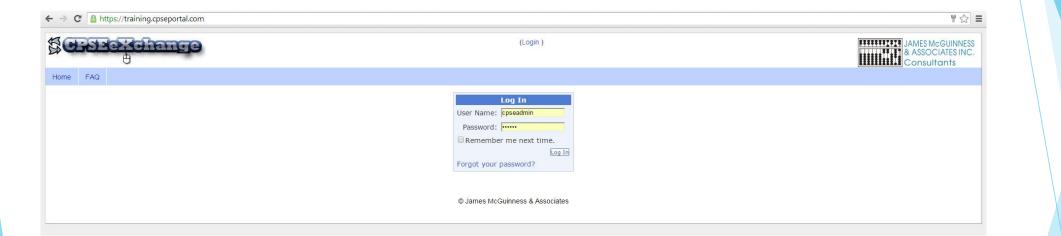
# **CPSE** Portal

Independent Providers Overview

# Topics

- Logging in
- Changing your password
- Your profile
- Entering Attendance/Session Notes
- ► Q&A

### Logging In/Forgot your password





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Change	Password							
	Password:							
N	lew Password:							
Confirm N	lew Password:							
F	Change Password Can	cel						
								© James McGuinness & Associates



#### Your Profile Information

License information lookup

http://www.op.nysed.gov/opsearches.htm

### Profile

🖞 404 - File or directory not 🗴 🔇 Citrix Secure Sign In 👘 🗴 🚺 Queue - Active - CPSEPort 🗴 🚺 Webinar Schedule - CPSET 🛪 🗋 My Profile 👘 🗙 🦲	David	- 🛛 🗖
C f A https://training.cpseportal.com/My_Account/TherapistProfile.aspx		₽☆
PORTAL Hello, TrainingUser10 . You are currently log	ogged in for Jenniffer LASPINA (Logout )	SUINNES ATES INC ants
Home Attendance - Lookup - Reports - My Account - Knowledge Base		
ly Profile		
Personal and Professional User Information Favorites V PIN A		
Last Name	Licenses / Certifications / Professions	
Last Name LASPINA First Name Jenniffer	Description Credential # State Code From To Active	
NPI		
Signature, Title, and Credentials DEMO CREDENTIALS		
(e.g.: Mary Brown, CCC-SLP)		
Update	Add	
LINFORMATION TO THE REGISTRY		
Click here for NPPES website NPI This NPI is for an Individual		
First Name Organization Name	Mailing Address 1	
Last Name C.O.T.A.	Mailing Address 2	
Primary Taxonomy Type		ense
Y         224Z0000X         Respiratory, Developmental, Rehabilitative and Restorative Service Providers	Occupational Therapy Assistant NY	mse
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#### PINs

- > Agency Admins and Service Providers all must choose their own PIN.
- For the Agency, this is done through the Billing Provider Profile under "My Account"



► For Service Providers this is done through My Profile under "My Account"



#### PINs (cotd.)

To choose your PIN, go to the PIN tab on the profile, enter the PIN you want to use, and press "Create PIN"

N	y Profile						
	Personal and Professional Favorites V PIN /						
You have not yet created a PIN. You will be unable to digitally sign attendance until you do so. Please create one now.							
	PIN Number: Create PIN						
	© James McGuinness & Associates						
L							

#### Entering Attendance/Session Notes

- Attendance/Session notes should be entered through the "Weekly Attendance" screen under the Attendance and Billing menu
- To enter a session, simply click the time on the calendar, select the child, and enter the rest of the required information

#### **Entering Attendance on Calendar**

Doe, Jane - SLP	<ul> <li>Jump To: 04/05/15</li> </ul>	Save			
<4 🏦 today 🕨			Apr 05, 2015 - Apr 11, 2015		
Sunday Apr 05, 2015	Monday Apr 06, 2015	Tuesday Apr 07, 2015	Wednesday Apr 08, 2015	Thursday Apr 09, 2015	Friday Apr 10, 2015
Вам					
ма					
Оам		10:15 am to 10:45 am Smith, Mark			
1ам					
2рм					
Трм					
2рм					
Вем					
Грм					

## Attendance Entry

- Time In / Time Out
- Setting (Daycare, home, Preschool)
- Co-visit with Supervisor
- Diagnosis
- CPT Codes
- Make Up (and date being Made Up)
- Session Notes

New Session for Apr 7, 2015			
Time In: 11:30 AM 1 x minute session(s) Co-Visit with Supervisor	▼ Time Out: 12:00 PM ▼ Setting: Not Selected ▼		
[ Child 1]	Child: Not Selected  Primary Diagnosis Code: Not Selected Set ICO de as Default For This Enrolin CPT Codes: [Lookup]  CPT Codes: [Lookup]  Make Up Does Session Notes:		
		save cancel	

### **Alternate Attendance Option**

- Upload simple spreadsheet
  - ESID
  - Date of Service
  - Time In/Out
  - Sessions Billed
  - Diagnosis Code(s)
  - CPT Codes & Units
  - Makeup Information

- Then digitally sign
- Upload paper logs for Medicaid kids

https://www.cpseportal.com
http://support.cpseportal.com