

CPSE Portal


Independent Providers Overview

Topics

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

Logging In/Forgot your password

← → ↻ <https://training.cpseportal.com> 🔑 ☆ ☰

CPSEExchange (Login)  JAMES MCGUINNESS & ASSOCIATES INC. Consultants

Home FAQ

Log In

User Name:

Password:

Remember me next time.

[Forgot your password?](#)

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Change Password

Home Attendance Billing Lookup Reports Maintenance Medicaid My Account Knowledge Base

Change Password

Password:

New Password:

Confirm New Password:

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Your Profile Information

- ▶ License information lookup
 - ▶ <http://www.op.nysed.gov/opsearches.htm>

Profile

404 - File or directory not found | Citrix Secure Sign In | Queue - Active - CPSEP01 | Webinar Schedule - CPSEP01 | My Profile | David

https://training.cpseportal.com/My_Account/TherapistProfile.aspx

CPSE PORTAL Hello, TrainingUser10 . You are currently logged in for **Jennifer LASPINA** (Logout)

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Home Attendance Lookup Reports My Account Knowledge Base

My Profile

Personal and Professional | User Information | Favorites | PIN

Information in CPSE Database

Last Name: LASPINA
 First Name: Jennifer
 NPI: [REDACTED]
 Signature, Title, and Credentials: DEMO CREDENTIALS
 (e.g.: Mary Brown, CCC-SLP)

Licenses / Certifications / Professions

Description	Credential Type	#	State	NY Profession Code	From	To	Active
[REDACTED]							

Information from NPPES NPI Registry

Click here for NPPES website | NPI: [REDACTED] | This NPI is for an Individual


First Name: [REDACTED] | Organization Name: [REDACTED] | Mailing Address 1: [REDACTED]
 Last Name: [REDACTED] | Mailing Address 2: [REDACTED]
 Credentials: C.O.T.A. | City: [REDACTED] | State: NY | Zip: 121822509

Primary	Taxonomy	Type	Classification	Specialization	State	License
Y	224Z00000X	Respiratory, Developmental, Rehabilitative and Restorative Service Providers	Occupational Therapy Assistant		NY	[REDACTED]

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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”



The screenshot shows a web application interface for Agency Admins. At the top right, there is a user profile icon with a masked name and the role 'Consultants'. Below this is a navigation bar with the following items: Home, File Transfer, Attendance and Billing, Lookup, Reports, My Account, People, and FAQ. The 'My Account' dropdown menu is open, showing three options: Change Password, Billing Provider Profile, and My Configuration. On the left side of the page, a message reads 'Login Successful' followed by 'You have logged in successfully.' At the bottom center, there is a copyright notice: '© James McGuinness & Associates'.

- ▶ For Service Providers this is done through My Profile under “My Account”





The screenshot shows a web application interface for Service Providers. At the top right, there is a user profile icon with a masked name and the role 'Consultants'. Below this is a navigation bar with the following items: Home, Attendance and Billing, Lookup, Reports, My Account, People, and FAQ. The 'My Account' dropdown menu is open, showing three options: Change Password, My Profile, and My Configuration. On the left side of the page, a message reads 'Login Successful' followed by 'You have logged in successfully.' At the bottom center, there is a copyright notice: '© James McGuinness & Associates'.

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”

My Profile

Personal and Professional Favorites  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](#)

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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

Weekly Attendance

Doe, Jane - SLP Jump To: 04/05/15 **Save**

<< 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
8AM						
9AM						
10AM			10:15 am to 10:45 am Smith, Mark			
11AM						
12PM						
1PM						
2PM						
3PM						
4PM						

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 Time Out: 12:00 PM

1 x minute session(s) Setting: Not Selected

Co-Visit with Supervisor

[Child 1]

Child: Not Selected

Primary Diagnosis Code: Not Selected

[Set ICD Code as Default For This Enrollment]

CPT Codes: Lookup	Units:
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Make Up Does Not Meet Medicaid Requirements

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>