CPSE Portal Billing Using the CPSE Portal July 25th, and July 27, 2023

Questions & Answers

Topic/Category	
MOVING ATTENDANCE BETWEEN ENROLLMENTS	
Q	Which enrollment on top do you choose again? The one that you want to change to or the one that has the wrong attendances?
Α	You will choose the enrollment that contains the attendances that are outside of the enrollment dates. Those dates will be highlighted in
	red. You could also have a rescinded enrollment or attendances on the wrong enrollment, and those attendances will not appear in red.
	Always choose the enrollment that contains the attendances that you want to move.
	ITEMS NOT READY TO BILL REPORT
Q	Do providers have access to the Items Not Ready to Bill report?
Α	No they do not, as only the billing admins do.
	SIGNING VOUCHERS
Q	Is the Authorized Claimant supposed to be the therapist or Billing admin?
Α	This will always be the Billing Admin, as the service provider does not have access to the billing tab.