CPSE Portal Billing Using the CPSE Portal

October 31, 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 attendance 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 You could also have a rescinded enrollment or attendances on the wrong enrollment, and those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, 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.
	REMOVING ATTENDANCE FROM VOUCHER
Q	Will you notify us when the attendance date has been removed so we know when to move forward?
Α	Yes. We will email you back to let you know that the attendances have been removed from the voucher(s).