

ENTERCLAIMS DIGITAL SPEECH RECOMMENDATIONS

REQUIRED ELEMENTS OF A SPEECH RECOMMENDATION

What are the eight required elements of a speech recommendation?

1. Child's full **name** (auto-filled)
2. **Term of Service**/Time Period of the Order (auto-filled)
3. The **Service** being ordered (Speech Therapy) (auto-filled)
Including **frequency/duration** of the ordered service (auto-filled)
4. **Patient Diagnosis** (selected/added by therapist)
5. **Signature** (Digitally signed by therapist with PIN #)
6. **Signature Date** (Date the order is created becomes the signature date)
7. Ordering Practitioner's **NPI and/or License Number** (auto-filled)
8. Practitioner's **Contact Information** (auto-filled)

TIMING OF THE DIGITAL ORDER

When should the speech recommendation be completed?

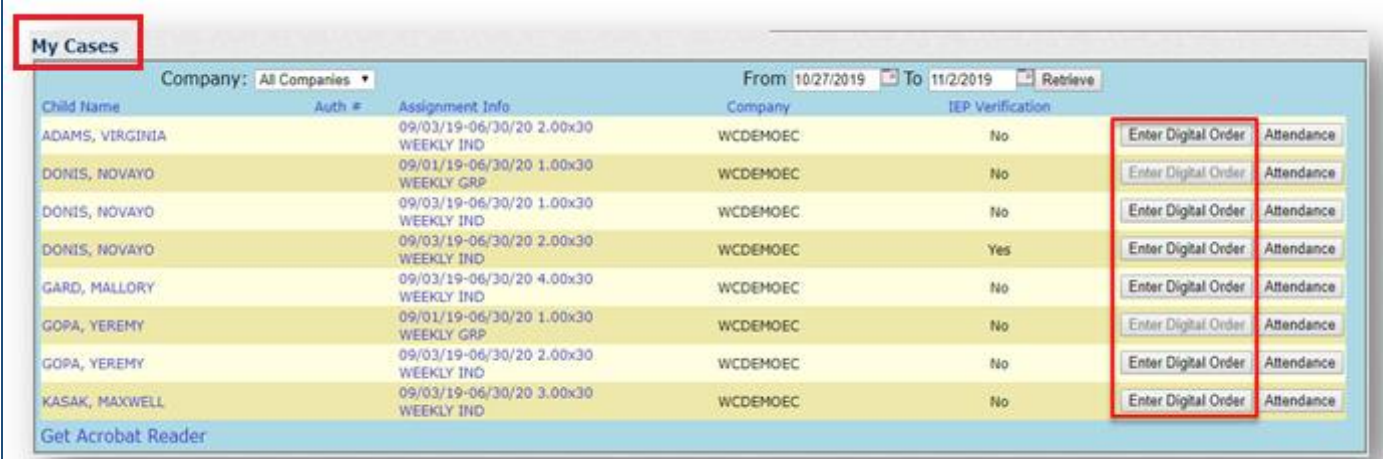
Question #94 of the Medicaid Questions and Answers states that an SLP that has not seen the child cannot write a referral. McGuinness has reached out to the Medicaid-in-Education team at SED and received the following clarification regarding the timing of the speech referral/recommendation.

SLPs can write a speech recommendation "**directly following**" the initial session with the child under the following circumstances:

- The SLP uses the results of the initial evaluation (which should be delineated on the IEP).
- The SLP can be assured that the ordered services will meet the child's needs.
- The SLP can be assured that the child's level of function can be increased to the best possible outcome.
- If the criteria is met, the recommendation can be written on the same day "after" the initial session and the session will be Medicaid eligible.
- **The date of the speech recommendation must be the same date as the initial session with the child.**

HOW TO CREATE THE DIGITAL SPEECH RECOMMENDATION

Digital orders* can be created from the Home Page in “My Cases” as illustrated below.



The screenshot shows the 'My Cases' interface. At the top left, 'My Cases' is highlighted in a red box. Below it, there is a 'Company:' dropdown menu set to 'All Companies'. To the right, there are date filters 'From 10/27/2019' and 'To 11/2/2019', and a 'Retrieve' button. The main area contains a table with the following columns: Child Name, Auth #, Assignment Info, Company, IEP Verification, and two buttons: 'Enter Digital Order' and 'Attendance'. The 'Enter Digital Order' buttons are highlighted in a red box. At the bottom left, there is a link 'Get Acrobat Reader'.

Child Name	Auth #	Assignment Info	Company	IEP Verification	Enter Digital Order	Attendance
ADAMS, VIRGINIA		09/03/19-06/30/20 2.00x30 WEEKLY IND	WCDEMOEC	No	Enter Digital Order	Attendance
DONIS, NOVAYO		09/01/19-06/30/20 1.00x30 WEEKLY GRP	WCDEMOEC	No	Enter Digital Order	Attendance
DONIS, NOVAYO		09/03/19-06/30/20 1.00x30 WEEKLY IND	WCDEMOEC	No	Enter Digital Order	Attendance
DONIS, NOVAYO		09/03/19-06/30/20 2.00x30 WEEKLY IND	WCDEMOEC	Yes	Enter Digital Order	Attendance
GARD, MALLORY		09/03/19-06/30/20 4.00x30 WEEKLY IND	WCDEMOEC	No	Enter Digital Order	Attendance
GOPA, YEREMY		09/01/19-06/30/20 1.00x30 WEEKLY GRP	WCDEMOEC	No	Enter Digital Order	Attendance
GOPA, YEREMY		09/03/19-06/30/20 2.00x30 WEEKLY IND	WCDEMOEC	No	Enter Digital Order	Attendance
KASAK, MAXWELL		09/03/19-06/30/20 3.00x30 WEEKLY IND	WCDEMOEC	No	Enter Digital Order	Attendance

* Digital orders can be created for Early Intervention and Preschool children.

COMPLETING THE DIGITAL ORDER TEMPLATE

1. The **Agency Contact Information** is prefilled with the **name, address and phone number** for the agency and is exported directly from a CLAIMS export.

2. The **Order Information** is prefilled with the **child's name, service type and time period.**

Diagnosis: Any diagnoses already entered on the enrollment will be prefilled to the Diagnosis grid (for selection). You can add new codes to the order by clicking the "Add" link. Check all ICD codes that apply. *If the Diagnosis code is not checked, it will not apply to the prescription.*

3. Any **enrollments** that fall within the current timeframe (school year) will show up in the **Selected Therapies** section with check boxes for therapist selection.

4. The **Ordering Provider Information (Profession, NPI/License #s)** is prefilled from a CLAIMS export, which is pulled from the therapist's information in CLAIMS.

Click **SAVE**.

The **Create Digital Order** screen appears so you can sign the order.

Attestation: This box must be checked. The therapist is attesting that that they are authorized and qualified to recommend speech services.

Export to CPSE Portal check box: Check this box to send the digital order to the Portal.

If the child does not have an ESID #, you will not be able to send the digital order to the Portal. The agency will need to send it.

Enter your **Pin #**

Click **Sign**

EnterCLAIMS
 JAMES McGUINNESS & ASSOCIATES INC. Consultants

Home Therapist Billing Payments Maintenance Exit

Digital Order

Agency Contact Information **1**
 Name: SUPPORT_DEMO
 Address: Phone:

Order Information **2**
 Child Name: NERIS BAUTISTA REYES
 Service Type: Speech Therapy
 Time Period: 7/1/2020 through 6/30/2021
 Diagnosis: **2**

	ICD Code	Description	
<input checked="" type="checkbox"/>	F80.2	Mixed receptive-expressive language disorder 315.32	Add

This order applies to these selected therapies **3**

	Authorization Info	Service Type	Ind/Grp	Start Date	End Date	Frequency
<input checked="" type="checkbox"/>		Speech Therapy	IND	09/08/20	06/30/21	2.00x30 WEEKLY
<input type="checkbox"/>		Speech Therapy Group	GRP	09/08/20	06/30/21	2.00x30 WEEKLY

Ordering Provider Information **4**
 Profession: Speech Therapist
 NPI: 1912322454 License Number: 563284

Save [Back To Therapist Home](#)

Create Digital Order?

My Signature: MAGARITA COLON * Date Signed: 10/26/2020

By checking this box and entering my PIN, I am attesting to:

- I am legally authorized and qualified to refer/recommend the above services/evaluation
- I am referring/recommending the above listed services/evaluation for the listed child in accordance with the Committee on Preschool Special Education

Export To CPSEPortal

PIN: **Sign**

Check both checkboxes, Enter PIN #, Click SIGN.

* The date that the digital order is created in EnterClaims becomes the signature date of the digital order, which is the first date that Medicaid can be claimed. Any provided services prior to the date of the digital order cannot be billed to Medicaid unless that period of time is covered by another prescription.

VIEW/PRINT/DELETE THE RESULTING ORDER

To **View/Print/Delete** the digital order, go to the **Therapist Menu>Digital Orders**.

- To **view and/or print** the digital order, click the “**View**” button,
- To **Delete** the digital order, click the “**Delete**” button.

Child Name	School Year Start	School Year End	Agency	Program Type	Authorization Info	Service Type	Ind/Grp	Therapy Start Date	Therapy End Date	Frequency	Sent To CPSE Portal	View Delete
	07/01/20	06/30/21	SUPPORT_DEMO	PS		Speech Therapy	IND	09/08/20	06/30/21	1.00x45 WEEKLY	No	View Delete
	07/01/20	06/30/21	SUPPORT_DEMO	PS		Speech Therapy Group	GRP	09/08/20	06/30/21	2.00x30 WEEKLY	No	View Delete
	07/01/20	06/30/21	SUPPORT_DEMO	PS		Speech Therapy	IND	09/08/20	06/30/21	2.00x30 WEEKLY	No	View
	07/01/20	06/30/21	SUPPORT_DEMO	PS		Speech Therapy	IND	09/08/20	06/30/21	2.00x20 WEEKLY	No	View Delete
	07/01/20	06/30/21	SUPPORT_DEMO	PS		Speech Therapy	IND	09/08/20	06/30/21	1.00x30 WEEKLY	No	View Delete
	07/01/20	06/30/21	SUPPORT_DEMO	PS		Speech Therapy Group	GRP	09/08/20	06/30/21	1.00x30 WEEKLY	No	View Delete

How to Print the Digital Order

Click “**View**” from either the **Therapist>Digital Order** or **Maintenance>Digital Order** Screen.

When the image comes up, you can **Right Click** on the image and click **Print**.

Important Note:

The **period covered** specifies the “entire” time period (school year) that the prescription “**could be**” valid.

The **signature date** determines the **first date of coverage** for the prescription. Services prior to the signature date **cannot be billed** to Medicaid (unless there is a Previous prescription).

The signature date is the same date that the digital order was created in EnterClaims.

07/01/20 through 06/30/21

Speech Recommendation for Services

A Speech and Language referral for services is recommended in accordance with the request by the Committee on Preschool Special Education.

Services, when provided, will be in accordance with the Individualized Education Program designed by the Committee.

Student Name GERMANO BARRIOS
Date of Birth 01/16/17
Agency/Provider SUPPORT_DEMO
CPSE District OYSTER BAY-EAST NORWICH CSD
County _____

ICD Code(s)
 FB4
 FB0.0

Reason for Services _____

Agency/Provider Contact information
Name: SUPPORT_DEMO
Address 1: _____
Address 2: _____
City, State, Zip: _____
Phone: _____

Licensed Speech and Language Pathologist information
Name: MAGARITA COLON
NPI: 1912322454
License: 563284

Digitally signed by:
 MAGARITA COLON
 Name _____ Date 10/26/20

MISSING DIGITAL ORDERS

How do you know if you are missing a prescription?

Go to **Therapist Menu>Digital Orders**, scroll down to the second table, **“Missing Digital Orders.”** The children listed in this table have *Missing* Digital Orders. From here the SLP can click the **“Enter Digital Order”** button, to complete the missing digital order for the selected child.

Child Name	Agency	Program Type	Authorization Info	Service Type	Ind/Grp	Therapy Start Date	Therapy End Date	Frequency	
	SUPPORT_DEMO	PS		Speech Therapy Group	GRP	09/08/20	06/30/21	2.00x30 WEEKLY	Enter Digital Order
	SUPPORT_DEMO	PS		Speech Therapy	IND	09/08/20	06/30/21	3.00x30 WEEKLY	Enter Digital Order
	SUPPORT_DEMO	PS		Speech Therapy	IND	09/08/20	06/30/21	3.00x30 WEEKLY	Enter Digital Order
	SUPPORT_DEMO	PS		Speech Therapy	IND	09/08/20	06/30/21	3.00x30 WEEKLY	Enter Digital Order
	SUPPORT_DEMO	PS		Speech Therapy	IND	09/08/20	06/30/21	3.00x30 WEEKLY	Enter Digital Order
	SUPPORT_DEMO	PS		Speech Therapy	IND	09/08/20	06/30/21	2.00x30 WEEKLY	Enter Digital Order
	SUPPORT_DEMO	PS		Speech Therapy Group	GRP	09/08/20	06/30/21	1.00x30 WEEKLY	Enter Digital Order
	SUPPORT_DEMO	PS		Speech Therapy	IND	09/08/20	06/30/21	2.00x30 WEEKLY	Enter Digital Order
	SUPPORT_DEMO	PS		Speech Therapy Group	GRP	09/08/20	06/30/21	1.00x30 WEEKLY	Enter Digital Order
	SUPPORT_DEMO	PS		Speech Therapy	IND	09/08/20	06/30/21	2.00x30 WEEKLY	Enter Digital Order

CREDENTIAL VERIFICATION - ENTERCLAIMS

SLPs can now satisfy the Portal Credential Verification process through EnterClaims. If the SLP has completed this process in the Portal, they will notice that the screens look almost identical. The SLP will go to the Therapist Menu and select Credential Verification. The SLP will then click on the **“VERIFY”** link at the end of the row in the **“SPEECH THERAPIST”** row.



On this screen the therapist will be confirming their...

- Name
- Signature
- Profession
- License Information

At the end of each row is a red box with **“Verify”** noted after a checkbox. The SLP will simply check all the boxes if the information is correct. When the **“Verify”** box is selected, the red turns to green.

If the information is not correct, the information should be updated with the correct information. The SLP can update the license number, date of licensure and registered through date from this screen. If the SLPs name and signature is incorrect, it will need to be updated in CLAIMS. If the NPI information is incorrect, the SLP should contact the NPI registry to have it changed. The SLP should not verify any information that is not correct.

Verify Credential

Verification

This credential has been verified on 7/7/2021 by DEMO_MCOLON

First Name	MAGARITA	<input type="checkbox"/>	Verify	
Last Name	COLON	<input type="checkbox"/>	Verify	
Signature	MAGARITA COLON, SLP, CCC	<input type="checkbox"/>	Verify	
Profession	Speech Therapist	<input type="checkbox"/>	Verify	
License No	563284	<input type="button" value="Update"/>	<input type="checkbox"/>	Verify
Date Of Licensure	8/1/1996	<input type="button" value="Update"/>	<input type="checkbox"/>	Verify
Registered Through	8/31/2022	<input type="button" value="Update"/>	<input type="checkbox"/>	Verify
NPI	1912322454	<input type="checkbox"/>	Verify	

NPPES

[Click here for NPPES website](#)

NPI:

This NPI is for an

The screenshot below shows what the Credential Verification screen looks like when everything has been verified with one exception. Please note that the License field is still in red. This screenshot was taken from a training database. Since the information was not for a real person, the license information could not be updated.

Verify Credential

Verification

This credential has been verified on 7/7/2021 by DEMO_MCOLON

First Name	MAGARITA	<input type="checkbox"/>	Verified	
Last Name	COLON	<input type="checkbox"/>	Verified	
Signature	MAGARITA COLON, SLP, CCC	<input type="checkbox"/>	Verified	
Profession	Speech Therapist	<input type="checkbox"/>	Verified	
License No	563284	<input type="button" value="Update"/>	<input type="checkbox"/>	Verify
Date Of Licensure	8/1/1996	<input type="button" value="Update"/>	<input type="checkbox"/>	Verified
Registered Through	8/31/2022	<input type="button" value="Update"/>	<input type="checkbox"/>	Verified
NPI	1912322454	<input type="checkbox"/>	Verified	