

ENTERCLAIMS DIGITAL SPEECH RECOMMENDATIONS

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WHAT IS A DIGITAL ORDER/RECOMMENDATION?

It is a written order/recommendation (*for speech therapy services*) that is created on the computer and digitally signed, rather than written on paper and signed with a pen.

(The digital order follows all the requirements of a paper order except it is created and signed digitally.)

BENEFITS

What are the benefits of using the digital option rather than the paper option?

- *The digital order ensures that all the Medicaid-required elements on the order have been completed and expressed in accordance with the Medicaid regulations; **resulting in a Medicaid compliant order.***
- *The resulting order **does not have to be uploaded** to the Portal; saving the SLP and/or their agency the time that it takes to print, scan, upload and type in the order details.*
- *There are eight (8) required elements of a Medicaid written order/recommendation. **Six of the required elements will auto-fill into the EnterClaims digital order template. The SLP will only need to select the enrollments/ICD code(s) and sign with their digital Pin #.***
 - *The order is auto-filled with the child's name, service type and time period.*
 - *The ordering practitioner's credentials, contact information and license/NPI information, are auto-filled from a CLAIMS export.*
 - *The agency contact information is auto-filled from a CLAIMS export.*
 - *Any enrollments and ICD codes that fall within the current timeframe (school year) will be available for the therapist to select.*
 - *The signature date and signature are filled in when the therapist digitally signs with their Pin #.*

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?

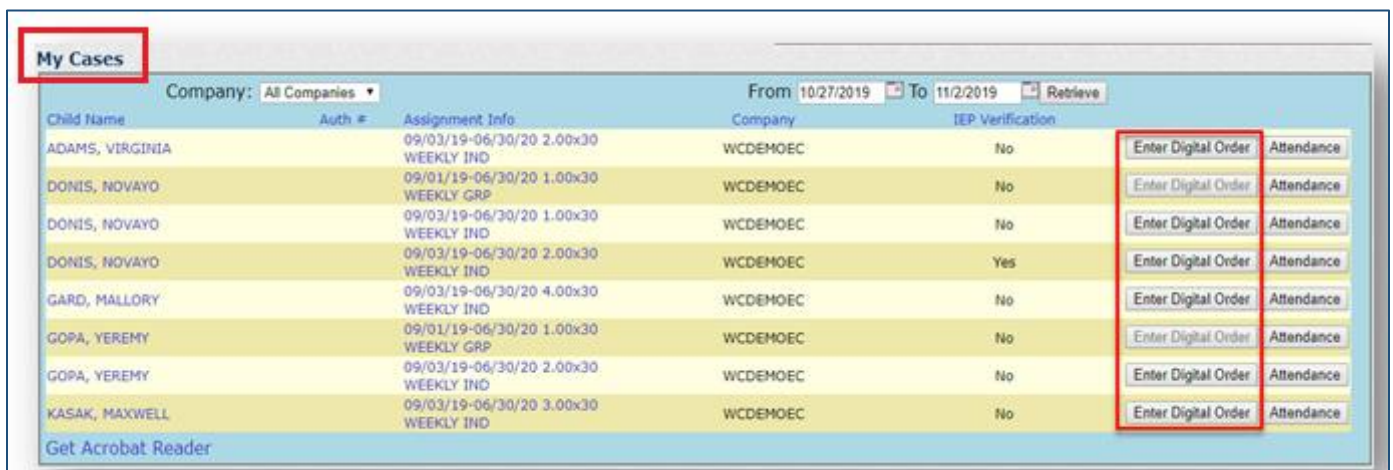
Question #94 of the Medicaid Questions and Answers states that an SLP that has not seen the child cannot write a referral. McGuinness has reached out to the Medicaid-in-Education team at SED and received the following clarification regarding the timing of the speech referral/recommendation.

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 with a red box. Below it, there are filters for 'Company: All Companies', 'From: 10/27/2019', 'To: 11/2/2019', and a 'Retrieve' button. The main table has columns for 'Child Name', 'Auth #', 'Assignment Info', 'Company', and 'IEP Verification'. Each row represents a case, and the 'Enter Digital Order' and 'Attendance' buttons are highlighted with a red box for each row.

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.

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 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:
1

Order Information **2**
Child Name: NERIS BAUTISTA REYES **2**
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** Cancel

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:

Name	MAGARITA COLON
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 “**LICENSE**” row.

The screenshot shows a navigation menu with 'Therapist' selected. Below it, 'Credential Verification' is highlighted. The main content area shows 'Credential Type' as 'LICENSE' and 'Status' as 'Verified'. A red arrow points to a 'VERIFY' button at the end of the row.

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

- Name
- Signature
- Profession
- Credential 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 their information if all the lines are 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	Update <input type="checkbox"/> Verify
Date Of Licensure	8/1/1996	Update <input type="checkbox"/> Verify
Registered Through	8/31/2022	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 checked="" type="checkbox"/> Verified
Last Name	COLON	<input checked="" type="checkbox"/> Verified
Signature	MAGARITA COLON, SLP, CCC	<input checked="" type="checkbox"/> Verified
Profession	Speech Therapist	<input checked="" type="checkbox"/> Verified
License No	563284	Update <input type="checkbox"/> Verify
Date Of Licensure	8/1/1996	Update <input checked="" type="checkbox"/> Verified
Registered Through	8/31/2022	Update <input checked="" type="checkbox"/> Verified
NPI	1912322454	<input checked="" type="checkbox"/> Verified

DIGITAL ORDER MANAGEMENT FROM ENTERCLAIMS - AGENCY

Enter your Admin User Name and Password>Click Login.



User Name:

Password:

Don't have a username and password? [Click here first](#)
 If you have received an activation email from us, [click here](#) to activate your account.
 If you have signed up for an account but did not receive an activation email, [click here](#) to resend it.

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 For help using the site [click here](#).

Go to Maintenance>Digital Orders



Admin Digital Orders Screen (Maintenance>Digital Orders)

On this screen you will be able to see if digital orders has been sent to either **CLAIMS** or the **Portal** (last two columns of table).

If the SLP **did not** check the box to send the digital order to the Portal when the order was created, or if the child did not have an ESID# when the SLP created the digital order, the agency can send the order to the Portal from this screen by clicking the “**Export to CPSEPortal**” button at the end of the row.

Filtering is also available on this screen. Your office staff will be able to filter to:

- Include Orders Sent to the CPSE Portal
- Include Order Sent to CLAIMS
- Exclude Un-exported Orders

The digital order can be **viewed and/or printed** from this screen by clicking the “**View**” button at the end of the row.

Digital Orders

Filters

From Date: 11/11/2020 To Date: 11/11/2020

Program Type: ALL Payment Source: ALL

Include Orders Sent To CPSEPortal
 Include Orders Sent To CLAIMS
 Exclude Unexported Orders

Digital Orders

Therapist Name	Child Name	School Year Start	School Year End	Program Type	Payment Source	Authorization Info	Service Type	Ind/Grp	Therapy Start Date	Therapy End Date	Frequency	Sent To CPSEPortal	Sent To CLAIMS	View	Export To CPSEPortal
		07/01/20	06/30/21	PS	SUFFPS	RS2021W01	Speech Therapy	IND	09/08/20	06/24/21	2.00x30 WEEKLY	No	No	View	Export To CPSEPortal
		07/01/20	06/30/21	PS	SUFFPS	RS2021W01	Speech Therapy	IND	09/08/20	06/24/21	2.00x30 WEEKLY	No	No	View	Export To CPSEPortal

Reports

Reports>General>Select Report>Enter From/To Dates>Run

From the Reports menu, there is a report that can be run to show:

- Completed Digital Orders, and
- Missing Digital Orders

From the Report Drop-Down Box, select the appropriate report, filter for dates and click Run. Please see screenshots below.

Missing Digital Orders

Authorization Info	Child Name	Program Type	Service Type	Individual Or Group	Therapy Start Date	Therapy End Date	Frequency
	ABRUZZO, HESSED	PS	Speech Therapy	IND	09/08/20	06/30/21	2.00x30 WEEKLY
	ADRIANO, ABEL	PS	Speech Therapy	IND	09/08/20	06/30/21	2.00x30 WEEKLY
	AFIFI, YAHAIRA	PS	Parent Training	GRP	09/08/20	06/30/21	1.00x60 MONTHLY
	AGUAIZA, JOAM	PS	Speech Therapy	IND	09/08/20	06/30/21	2.00x30 WEEKLY
	AJCHE, SEAN ANTHONY	PS	Speech Therapy	IND	09/08/20	06/30/21	3.00x30 WEEKLY

Completed Digital Orders

Authorization Info	Child Name	Program Type	Service Type	Individual Or Group	Therapy Start Date	Therapy End Date	Frequency	Prescribing Therapist	RX From Date	RX To Date	Sent To CPSEPortal	Sent To CLAIMS
	BARRIOS, GERMANO	PS	Speech Therapy Group	GRP	09/08/20	06/30/21	2.00x30 WEEKLY	COLON, MAGARITA	07/01/20	06/30/21		
	BARRIOS, GERMANO	PS	Speech Therapy	IND	09/08/20	06/30/21	1.00x45 WEEKLY	COLON, MAGARITA	07/01/20	06/30/21		
	BARRIOS, GERMANO	PS	Speech Therapy	IND	09/08/20	06/30/21	1.00x45 WEEKLY	COLON, MAGARITA	07/01/20	06/30/21		
	BAUTISTA REYES, NERIS	PS	Speech Therapy	IND	09/08/20	06/30/21	2.00x30 WEEKLY	COLON, MAGARITA	07/01/20	06/30/21		10/23/20
	BOWCOCK, CODY	PS	Speech Therapy	IND	09/08/20	06/30/21	1.00x30 WEEKLY	COLON, MAGARITA	07/01/20	06/30/21		11/03/20
	BOWCOCK, CODY	PS	Speech Therapy Group	GRP	09/08/20	06/30/21	1.00x30 WEEKLY	COLON, MAGARITA	07/01/20	06/30/21		11/03/20

DIGITAL ORDER MANAGEMENT FROM CLAIMS

What are the things that you will monitor through CLAIMS?

- The **Agency Contact Information** – This information is pulled from a CLAIMS export. If the agency contact information needs to be updated, you should contact your client relationship manager. This cannot be done by the agency.

- The **Order Information (and diagnoses)** are pre-filled from the child’s enrollment screen in CLAIMS. The child’s diagnoses (ICD codes) are pulled from the Child’s Enrollment Screen; however, **all the pertinent ICD code(s) for the child must be entered to the child’s information screen (Find Child) [first](#)** or the ICD code(s) will not be available for selection from the child’s enrollment screen.

Diagnosis: 2

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

- Any enrollments that fall within the current timeframe (school year) will fill into the **Selected Therapies** section of the digital order (which pulls from the Enrollment screen in CLAIMS). The therapist can select the appropriate enrollment(s) when completing the order.

Add/Edit Enrollment Services - Preschool/CPSE - ST

Enrollment Information | Important Dates | Activity

Payer: **NASSAU COUNTY PS/CPSE/CPSE** Program: **NASSCP - 9200-RS- 45 (OT,PT,ST,etc) (Nassau PS) - IND, 1** Case Mgr:

From Date: **09/08/20** To Date: **06/30/21** Discharge: **MM/DD/YYYY** Original End: **06/30/21** Total Weeks: **43**

Service: **ST** Frequency: **1** Minutes: **45** Frequency Units: **WEEKLY** Discharge Reason:

Therapist: **COLON, MAGARITA** Confirmed Bilingual Default CPT: **90507** ICD Codes: **F90.0, F90.2**

Electronic ID: Sess Authorized: **43** Sess Scheduled: **43** Tot Amnt: **\$2500** Enrollment Notes:

Office: **Rockland** Location: **CHILD'S HOME** All Location: Never Svcd: In-House Eval:

CPSE District: **OYSTER BAY-EAST NORWICH CSD** Referred By: Referral Info:

Outreach: Therapist Rate Source: **Program** Therapist Rate: **\$45.00** Status: **ACTIVE**

Scan ID: Supervisor: Recruiter: Specialties:

Insurance Visit Tracking Save Save & New New Reset Delete Waivers:

Assigned Therapists									
Therapist Name	Auth Sessions	Frequency	Minutes	Freq Units	From Date	To Date	Rate Source	Rate	Supervisor
COLON, MAGARITA	43	1	45	WEEKLY	9/8/2020	6/30/2021	Program	\$45.00	

Added: 10/22/20 09:00 AM LatIn
Last Modified: 10/26/20 04:20 PM LatIn

Export OK Cancel

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

- The **Ordering Provider Information** is prefilled from the therapist’s information in CLAIMS (***Find Therapist: Therapist’s profession, NPI, License # and credentials for the therapist’s signature***). This is pulled from a CLAIMS export.

If the **“Title”** for the therapist (MA/CCC SLP) is not filled in on the Find Therapist screen, the therapist’s credentials will not accompany their signature on the digital order.

The screenshot shows the 'Edit Therapist Information' window with the following fields highlighted or marked:

- Title:** MA/CCC-SLP (indicated by a red arrow)
- Profession:** ST
- License #:** (empty, marked with a red asterisk)
- NPI:** (empty, marked with a red asterisk)

The screenshot shows the 'Ordering Provider Information' section with the following fields:

- Profession:** Speech Therapist (marked with a red number 4)
- NPI:** 1912322454
- License Number:** 563284 (marked with a red asterisk)

This therapist’s title was not filled in on the therapist’s screen (Find Therapist). As a result, the SLP’s credentials do not appear with the digital signature.

The screenshot shows a digital signature block with the following text:

Digitally signed by:
MAGARITA COLON
Name

* See next page.

- * The **“License Field”** on the Therapist Screen is where the license number is currently “displayed;” however, the **Profession Screen** is where the information is pulled for the digital order. If the therapist’s information is not completed/updated with the current license information, the therapist will not be able to create the digital order. The option to create the digital order will be greyed out. Please see screenshots below.

Find Therapist Screen > Click the Professions Icon:

Edit Therapist Information

Therapist Information | Skills/Preferences | Payments | Compliance/Attributes

Salutation: Last Name: First Name: MI: R Title: MA/CCC-SLP

Address Line 1: Address Line 2: City: Phone #:

State: NY ZIP: 14057 Country: USA Email: Secondary Email:

DOB: MM/DD/YY Ethnicity: CLAIMS User Name: Sex: F Status:

Offices: BVS, BVS-MON, BVS-STJ Staff Type: 058003 Recruiter:

Active: Start Date: 12-13-2017 Termination Date: MM/DD/YY Profession: ST

Clinical Supervisor: Eichner, Sandra

NPI: NPI Taxonomy: NYEIS: SSN: 111-80-4504

Certification #: Certification Type: Staff ID: 16258

* License #: License Date: 08-31-2022 ASHA#: Employer ID: Medicaid #:

Availability: As Of: MM/DD/YY Check Back: MM/DD/YY

Activity Log Notes Save Save & New New Reset Find Secure File Transfer

Added: 12/07/17 02:01 PM rwaliszewski
Last Modified: 08/05/20 09:47 AM lbalatzei

Professions Screen

ABA Add

Profession Code	Therapist Profession	SED Title Co...	SED Title Description
SP	Speech Therapist	212	Speech Therapy

↑ Delete ↓

OK Clear Cancel

Credential Type: NONE, LICENSE, CERTIFICATION

Credential Value: 024865

Credential Start Date: 07/23/15

Credential End Date: 01/31/21

Update

- To add the SLP's profession, select "Speech Therapy" using the drop-down arrow and then click the "Add" button. CLAIMS will ask you, "Would you like to fill in the credential information from the Therapist?" Click YES.

1. **Fill in the Credential Information*** on the right side of the screen:

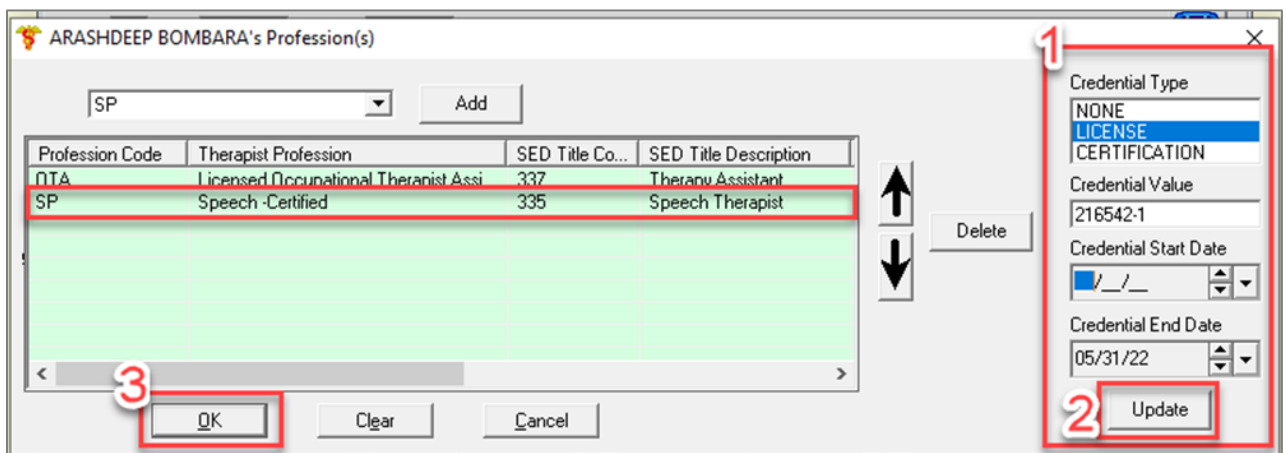
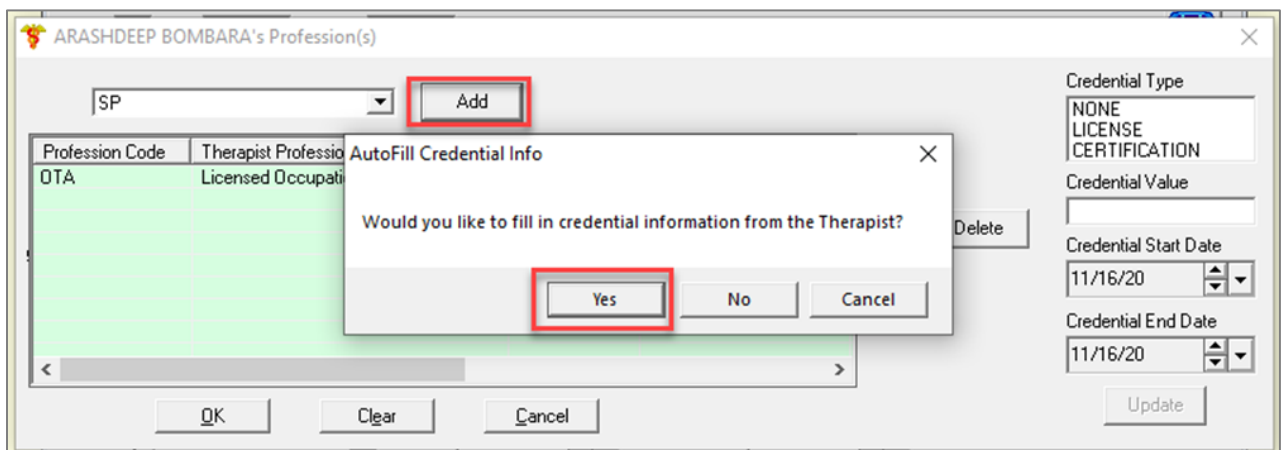
- Select Credential Type (License),
- Enter License Number
- Enter Credential Start Date,
- Enter Credential End Date

2. Click **Update**

3. Click **OK**

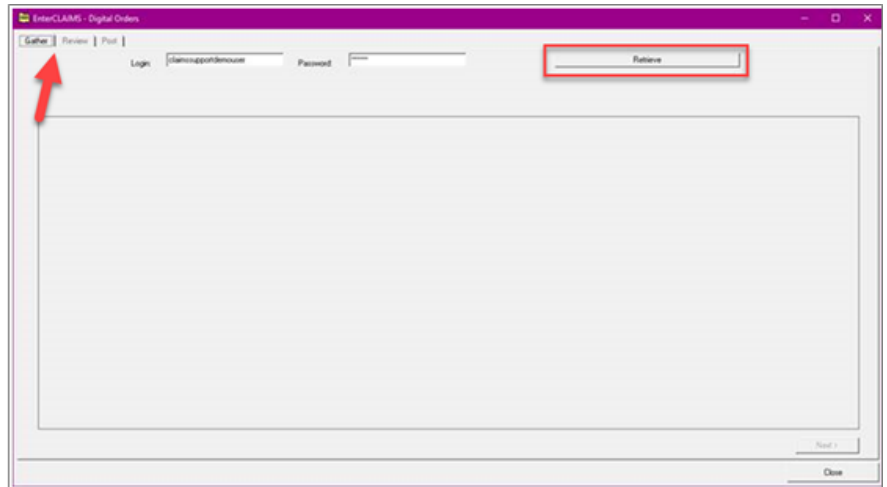
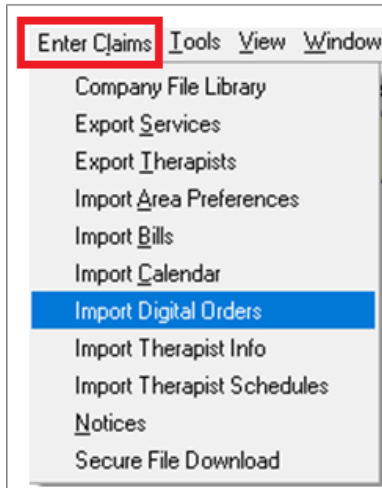
* After the credential information has been entered/updated, you will need to "Export Therapists."

Professions Screen



How is the Digital Order information (that is entered by the therapist) sent to CLAIMS?

From the **Import Digital Orders Screen (EnterClaims>Import Digital Orders)**. Same process as Import Bills (*Gather, Preview Post*).



If your SLPs use the digital order in EnterClaims, your office staff will **not** have to enter speech scripts manually into CLAIMS on the Prescription Screen. The script information (*that is currently entered manually on the Prescription Screen*) will be sent to CLAIMS during the **Digital Order Import Process** from EnterClaims.

The screenshot shows the 'Child Information, Guardian Information, Enrollments, Coordination and Medical' screen. The 'Services' tab is highlighted with a red box. A yellow box highlights the text 'Find Child>Services>Prescriptions'. Below this, the 'Prescriptions' window is open, showing a table of prescriptions. The 'Prescriptions' button in the bottom right is highlighted with a red box.

Doctor Name	Enrollment	Service Type	Start Date	End Date	Session Frequency	Session Minutes
	System Selected - All	Speech Therapy	9/6/2017	6/22/2018		

As you can see from the screenshot below, the two speech prescriptions (digital orders) show the “**Created User**” as “**EnterClaims**” and shows the date/time that the digital order was created.

Doctor Name	Enrollment	Service Type	Start Date	End Date	Session Frequency	Session Minutes	Frequency Units	Created User	Created DateTime	Notes
UGLIALORO, JESSICA...	System Selected - All	Occupational Therapy	7/1/2020	6/30/2021				mis	7/18/2018 8:59 ...	
UGLIALORO, JESSICA...	System Selected - All	Physical Therapy	7/1/2020	6/30/2021				mis	7/18/2018 9:00 ...	
COLON, MAGARITA - ...	ST 1x30 WEEKLY IND 09/08/2020-06/30/...	Speech Therapy	7/1/2020	6/30/2021				EnterClaims	11/3/2020 10:38...	
COLON, MAGARITA - OF	ST1 1x30 WEEKLY GRP 09/08/2020-06/3...	Speech Therapy Gp	7/1/2020	6/30/2021				EnterClaims	11/3/2020 10:38...	

FOLLOW-UP

Medicaid References:

- **Medicaid Provider Policy & Billing Handbook (Update 9)**
<http://www.oms.nysed.gov/medicaid/handbook>
- **Medicaid Questions & Answers**
[http://www.oms.nysed.gov/medicaid/q and a/q and a combined revised 12 9 16.pdf](http://www.oms.nysed.gov/medicaid/q%20and%20a/q%20and%20a%20combined%20revised%2012%209%2016.pdf)
- **Medicaid compliance questions can be directed to Deborah Frank, Medicaid Specialist at:**
dfrank@jmcguinness.com
- **If you require additional clarification regarding this process, please contact your Client Relationship Manager.**