

## ENTERCLAIMS DIGITAL ORDER Maintenance in CLAIMS

- **Agency Address/Phone #**

Make sure the agency address and phone number is entered in CLAIMS. This information fills into the practitioner's contact information on the digital order template. The digital order cannot be created without this being completed. The agency cannot modify this. The McGuinness technical contact for your agency will hard code this information into CLAIMS. Contact your CRM if this needs information needs to be modified.

**Important:** Please ensure that this information is entered correctly prior to creating any digital orders.

- **Find Child Screen**

- All ICD Codes for the child should be entered to the Find Child Screen.
- **Prescriptions Button** – Prescription information for speech services do not have to be manually data entered. When a Digital Order Import is completed, the prescription information (*SLP's name, enrollment information, service type, start/end dates and the date and time the order was created*) auto fills in to this screen.

- **Enrollment Screen**

- If you entered all the ICD codes for the child on the Find Child Screen, all the codes will be available for selection on each enrollment screen. Select the appropriate codes for each enrollment during set up. Selecting the code(s) on the Enrollment Screen will ensure that the codes are available for selection on the digital order template.

- **Find Therapist Screen**

- Make sure the following fields are populated on this screen:
  - **Title field** – If this field is blank, when the SLP signs his/her digital order, the SLP's credentials will **not** show in the signature.
  - **NPI Number** – fills into the credential section of the digital order.
  - **License Number** – fills into the credential section of the digital order.
  - **Profession Screen** – If you click the **Medical icon** just to the right of the Profession Field on the Find Therapist Screen, you will be able to enter all the pertinent credential information for the SLP. If the Profession Screen is not completed (blank), the SLP will **not** have the ability to create the digital order in EnterClaims. The therapist's profession should be **added** first and then the credential information should be entered for the SLP.
- If any changes are made to the Find Therapist Screen (as noted above), the agency should "Export **Therapists**" so the information is available in EnterClaims.

- **Reports Screen**

Reports>Child Reports>Missing Items>**Service Enrollments Missing Prescription**  
From this report a "filtered" Custom Grid can be created to show **only** Speech Services. This report will assist with tracking the status of speech prescriptions (missing or completed).

- **EnterClaims Menu in CLAIMS (Import Digital Orders / Export Therapists)**

- Digital orders that are created in EnterClaims are sent to CLAIMS through an EnterClaims Import (EnterClaims>Import Digital Orders – Gather, Preview, Post).
- If any changes are made to the Find Therapist Screen, the agency should "Export Therapists" so the information on the Find Therapist Screen is available in EnterClaims.

Sample Digital Order Template – Auto-fill Location

**CLAIMS Export - Hard Coded**

Agency Contact Information  
 Name: SUPPORT\_DEMO  
 Address: 1234 Main St, Schenectady, NY 12305  
 Phone: 518-555-1234

Order Information  
 Child Name: BARRIOS, GERMANO  
 Service Type: Speech Therapy  
 Time Period: 2/2/2022 through 6/30/2022  
 Frequency:  As Per IEP  
 1.00x45 IND WEEKLY  
 Diagnosis:

ICD Code	Description
<input checked="" type="checkbox"/> F80.0	Phonological disorder
<input checked="" type="checkbox"/> F80.2	Mixed receptive-expressive language disorder 315.32
<input checked="" type="checkbox"/> F80.9	Developmental disorder of speech and language, unspecified
<input checked="" type="checkbox"/> F82	Specific developmental disorder of motor function
<input checked="" type="checkbox"/> F84.0	Autistic disorder

**Enrollment**

This order applies to these selected therapies:

Authorization Info	Service Type	Ind/Grp	Start Date	End Date	Frequency
<input checked="" type="checkbox"/>	Speech Therapy	IND	09/27/21	06/30/22	1.00x45 WEEKLY

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

Buttons: Save, Back To Therapist Home

**Agency Contact Information** must be entered by the McGuinness technical staff.

Contact your CLAIMS CRM if this needs to be added or modified.

**To Create the Order:**

- Click the **Enter Digital Order** Button on the *My Cases* Screen.
- **Select** or **Add** the ICD Code
- **Select** the Enrollment(s) that apply to the digital order. (*Individual, Group or both*)
- **Save**
- **Check the Attestation Box**
- Check the **Export to CPSEPortal** box **only if the child has an ESID #.**
- **Enter PIN #**
- **Click Sign**

The **Attestation box** must be checked in order to create the digital order.

The **Export to CPSEPortal** box should not be checked if there is no ESID #.

**Create Digital Order?**

My Signature: MAGARITA COLON, SLP, CCC  
 Date Signed: 2/2/2022

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 **No ESID # - Uncheck**

PIN:  Sign Cancel