

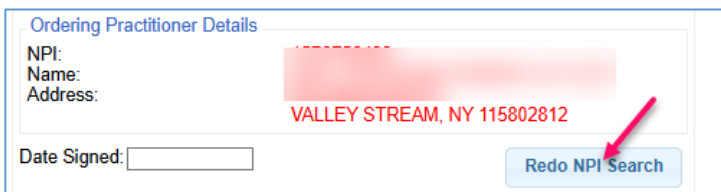
Uploading Medicaid Documentation Webinar

Questions & Answers

Q	If we upload orders now, and they are dated for 5/1/26, will they still be VALID after 5/1/27
A	A written order without a term of service listed on it is valid for one year from the signature date. So a prescription signed on 5/1/26 with no term of service on it would expire before the end of the school year, on 5/1/27. This is why we require prescriptions to list a term of service. So if the prescription signed on 5/1/26 has a term of service of 7/1/26-6/30/27 on it, that prescription will begin it's validity on 7/1/26, and will expire on 6/30/27; therefore covering the full school year.
Q	So NO written speech therapy prescriptions will be valid for 26-27 school year, correct?
A	We will not refuse paper speech therapy prescriptions, but when we see them we will reach out to request that the SLP also completes a Digital Speech Recommendation in the Portal. Not all community practitioners are Medicaid enrolled, so services covered by paper scripts are not always Medicaid billable. FSM counties require their SLPs to become OPRA enrolled, so Digital Speech Recommendations done in the Portal by SLPs are Medicaid compliant upon completion.
Q	Can admins upload scripts for SLPs? or must the SLP do it digitally?
A	FSM counties require SLPs to complete Digital Speech Recommendations in the Portal.
Q	Very often the children are not listed in the Portal on the first day of service. How are the prescriptions created or uploaded in these cases?
A	If the child and/or their enrollments are not available in the Portal on the first day of service then a billing admin should create an unmatched child and unmatched enrollment so that the prescription can be uploaded and/or the Digital Speech Recommendation can be created on the appropriate date. I will include the link to the Portal Knowledge Base article on unmatched children and enrollments below. Entering Unmatched Children & Enrollments: https://support.cpseportal.com/kb/a71/entering-unmatched-children-and-unmatched-enrollments.aspx
Q	Must the treating SLP be the one to write the script or can another SLP write the script?
A	Any SLP who has observed the child at least once can create the Digital Speech Recommendation. In order to make the diagnostic statement required on the referral, the SLP needs to have observed the child.

Q	Shouldn't the evaluator be the person that identifies the diagnosis and writes the script for the child?																																																																
A	<p>For Speech, the evaluator can create the referral because they have observed the child. However, the SLP can also create the referral following their first session with the child.</p> <p>For OT & PT, a community practitioner (MD, PA, NP, etc.) must sign the written order for the child's services.</p>																																																																
Q	If the summer mandate is 2x30 and school year mandate is 3x30, do we still need to create a new script in the portal?																																																																
A	<p>For speech, there will need to be two separate Digital Speech Recommendations created for two separate mandates. If a child has multiple speech enrollments, separate digital orders are required for each enrollment.</p> <p>For OT & PT, the summer and winter mandates can be listed on the same prescription as long as they are listed in the appropriate grids, and the term of service and signature date cover both sessions.</p> <div data-bbox="606 721 1467 1039" style="border: 1px solid black; padding: 5px;"> <p>TERM OF SERVICE (REQUIRED) (ONLY SELECT ONE OPTION)</p> <p><input type="checkbox"/> School Year: <u>7/1/25</u> to <u>6/30/26</u> -OR- <input type="checkbox"/> Specific Dates: ____ to ____</p> <p><input type="checkbox"/> School Session _____ to _____ <small>(Calendar Year Annual Review Dates)</small></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="4" style="background-color: #e0e0e0;">Summer Session</th> <th colspan="4" style="background-color: #e0e0e0;">10-Month Session</th> </tr> <tr> <th>SERVICE</th> <th>FREQUENCY</th> <th>DURATION</th> <th>(I/G)</th> <th>SERVICE</th> <th>FREQUENCY</th> <th>DURATION</th> <th>(I/G)</th> </tr> </thead> <tbody> <tr> <td>Occupational Therapy</td> <td>1</td> <td>30</td> <td>I</td> <td>Occupational Therapy</td> <td>2</td> <td>30</td> <td>I</td> </tr> <tr> <td>Occupational Therapy</td> <td></td> <td></td> <td>G</td> <td>Occupational Therapy</td> <td></td> <td></td> <td>G</td> </tr> <tr> <td>OT ICD Code(s)</td> <td colspan="3">F82</td> <td>OT ICD Code(s)</td> <td colspan="3">F82</td> </tr> <tr> <td>Physical Therapy</td> <td>2</td> <td>30</td> <td>I</td> <td>Physical Therapy</td> <td>3</td> <td>30</td> <td>I</td> </tr> <tr> <td>Physical Therapy</td> <td>1</td> <td>30</td> <td>G</td> <td>Physical Therapy</td> <td>1</td> <td>30</td> <td>G</td> </tr> <tr> <td>PT ICD Code(s)</td> <td colspan="3">F82, R62.50</td> <td>PT ICD Code(s)</td> <td colspan="3">F82, R62.50</td> </tr> </tbody> </table> </div>	Summer Session				10-Month Session				SERVICE	FREQUENCY	DURATION	(I/G)	SERVICE	FREQUENCY	DURATION	(I/G)	Occupational Therapy	1	30	I	Occupational Therapy	2	30	I	Occupational Therapy			G	Occupational Therapy			G	OT ICD Code(s)	F82			OT ICD Code(s)	F82			Physical Therapy	2	30	I	Physical Therapy	3	30	I	Physical Therapy	1	30	G	Physical Therapy	1	30	G	PT ICD Code(s)	F82, R62.50			PT ICD Code(s)	F82, R62.50		
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Q	If the script says 7/1 to 6/30 but the signature date is after the start i.e. 7/6 - can you still select the 7/1-6/30 time period of service in the drop down when uploading the prescription?																																																																
A	Yes. The signature date can be before or after the start date of the term of service. You want to ensure you select the term of service option that matches the term of service listed on the hardcopy prescription.																																																																
Q	What if an error is made entering the NPI number while uploading the script, and the wrong ordering provider is entered?																																																																

A If you notice that the incorrect provider was selected while you are still in the process of uploading the prescription you can click the “Redo NPI search” button, which will de-select the provider and allow you to research for the correct provider.



Ordering Practitioner Details

NPI: [REDACTED]

Name: [REDACTED]

Address: VALLEY STREAM, NY 115802812

Date Signed:

[Redo NPI Search](#)

If you notice that the incorrect provider was selected after the script has been fully uploaded, you can re-upload the prescription and select the correct provider. We will see the discrepancy during the verification process. You can also reach out to the Medicaid helpdesk and ask if we can delete the prescription. We may be able to delete it if it has not been reviewed yet.