

UPLOADING PRESCRIPTIONS (ULSTER COUNTY)

(Updated February 2022)

INTRODUCTIONS

- Deborah Frank, McGuinness Medicaid Specialist
- Kelly Knowles, McGuinness Medicaid Team

TOPICS COVERED

☐ Unmatched Enrollments & Medicaid Documentation

☐ Uploading Prescriptions

- Uploading a Prescription (Therapists)
- Uploading a Prescription (Billing Admins)
- Prescription Troubleshooting

☐ Verification Process for Prescriptions

☐ Upcoming Webinar Trainings

☐ McGuinness Medicaid-in-Education Contact Information

☐ Medicaid References

UPLOADING HARD-COPY PRESCRIPTIONS

(OT/PT/Psychological Counseling)

- ❑ Ulster County is only accepting paper prescriptions for OT/PT and Psychological Counseling.
 - Prescriptions should be completed on a county-approved Medicaid-compliant prescription template. The 2022-23 Prescription template is available through the Portal Knowledge Base and will be forwarded to you with the webinar follow-up. **The previous prescription template should no longer be used.**
 - The prescription should be scanned/saved to your computer (desktop or folder),
 - The prescription details (*service, signature date, ICD Code, NPI/License Information, etc.*) will be entered to the **Prescription Details Screen** in the Portal (Step 1).
 - The prescription image will be uploaded to the **Prescription Image Screen** in the Portal (Step 2).

DIGITAL SPEECH RECOMMENDATIONS

- ❑ Ulster County is expecting that all SLPs discontinue the practice of preparing hard-copy prescriptions.
- ❑ Instead the County is requiring that all SLPs complete a digital speech recommendation in the Portal that coincides with the child's initial session (Effective 10/01/2021).
- ❑ Ulster County is also expecting SLPs to complete a digital speech recommendation even when a hard-copy prescription is received from a community medical practice, which means the SLP will complete digital recommendations for all children on their caseload.
- ❑ McGuinness will be conducting a separate webinar on how to complete digital orders (for SLPs) just prior to the 2022 summer session.

ENTERING TEMPORARY CHILDREN & ENROLLMENTS

- ❑ A child's “*official*” enrollment is not always created prior to the first day of a school session. Until the “official” enrollment is created providers can create an “**Unmatched Child**” and an “**Unmatched Enrollment.**”
- ❑ These “*unmatched*” records are temporary placeholders; they exist so providers can complete session notes and upload Medicaid documentation contemporaneously.
- ❑ Let's take a look at this process.

Entering Temporary Children & Enrollments (Continued)

1. **Search the Portal** for the child to determine if you need to add an Unmatched Child record. If the child is already in the Portal, you can create the ***unmatched enrollment***.
2. If the child is **not** in the Portal, you will need to add an ***unmatched child*** record *before you can create the unmatched enrollment*. Once the unmatched child is created, you will be able to create the ***unmatched enrollment***.
 - Go to **Caseload Maintenance>Unmatched Children>Add Child**

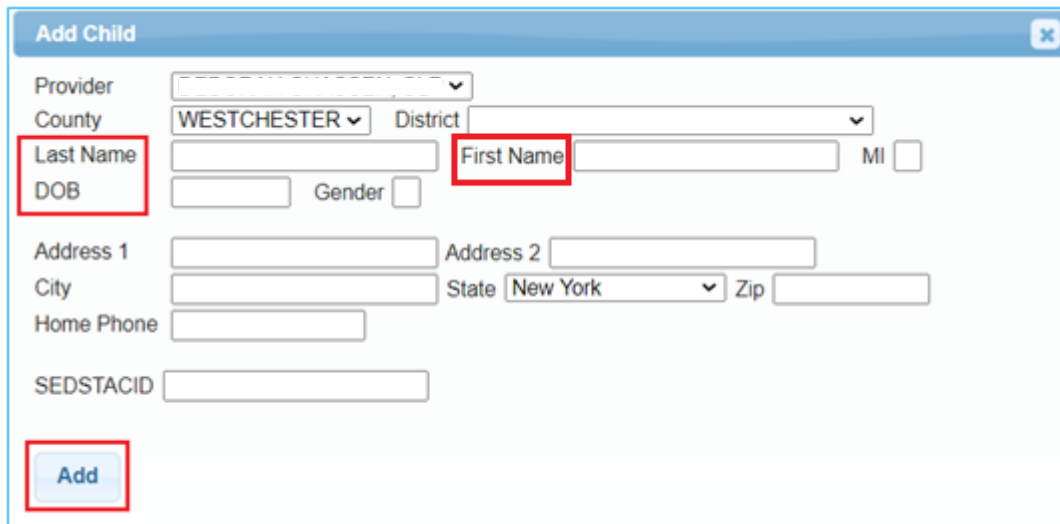
Unmatched Children

Add Child

Child Number	Last Name	First Name	MI	DOB	County	District	Address1	City	State	Zip	HomePhone			
C				11/10/2015					NY			Enrollments	Attempt Match	Edit Delete
C				10/19/2016					NY			Enrollments	Attempt Match	Edit Delete
C				1/18/2014					NY			Enrollments	Attempt Match	Edit Delete
C				3/11/2016					NY			Enrollments	Attempt Match	Edit Delete

Entering Temporary Children & Enrollments (Continued)

- You can fill in the as much information as you have; however, you can create the record with as little information as the **county, child's name and DOB**.
- After you click **ADD**, the unmatched child record is created.



The screenshot shows a web form titled "Add Child" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Provider:** A dropdown menu.
- County:** A dropdown menu with "WESTCHESTER" selected.
- District:** A dropdown menu.
- Last Name:** A text input field, highlighted with a red box.
- DOB:** A text input field, highlighted with a red box.
- Gender:** A radio button.
- First Name:** A text input field, highlighted with a red box.
- MI:** A radio button.
- Address 1:** A text input field.
- Address 2:** A text input field.
- City:** A text input field.
- State:** A dropdown menu with "New York" selected.
- Zip:** A text input field.
- Home Phone:** A text input field.
- SEDSTACID:** A text input field.
- Add:** A button at the bottom left, highlighted with a red box.

Editing an Unmatched Child

- ❑ The information you entered for the unmatched child may be different than what the county entered. (For example, the county may have entered Sean **Mac**Fee, but your unmatched record is for Sean **Mc**Fee.) You can edit your unmatched child record to match the official record. If the County entered the county record incorrectly, contact the county so the enrollment can be edited on their end.
- ❑ Go to **Caseload Maintenance>Unmatched Children**
- ❑ Click **Edit**

Unmatched Children													
Add Child													
Child Number	Last Name	First Name	MI	DOB	County	District	Address1	City	State	Zip	HomePhone		
C66000159808	HERRARA	KRISTIE		11/10/2015	WESTCHESTER	NEW ROCHELLE	600 PELHAM ROAD	NEW ROCHELLE	NY	10805		Enrollments	Attempt Match
C66000152996	MENDEZ	KAMALU		10/19/2016	WESTCHESTER	NEW ROCHELLE	7 DAVENPORT AVE	NEW ROCHELLE	NY	10805	281 844 5019	Enrollments	Attempt Match
C66000075197	Pirzinger	Luke		1/18/2014	WESTCHESTER	NEW ROCHELLE			NY			Enrollments	Attempt Match
C66000159811	SEBASKI	WYETH		3/11/2016	WESTCHESTER	SCARSDALE	27 FERNCLIFF ROAD	SCARSDALE	NY	10583		Enrollments	Attempt Match

Editing an Unmatched Child

- ❑ After you click the **Edit** button, the following screen will allow you to edit the unmatched child. Edit [only] the field(s) that are incorrect and then click **Update** at the end of the row.

Unmatched Children Add Child

Child Number	Last Name	First Name	MI	DOB	County	District	Address1	City	State	Zip	HomePhone	Enrollments	Attempt Match	
C6600015	<input type="text"/>	<input type="text"/>		<input type="text" value="11/10/2015"/>		<input type="text" value="v"/>			NY		<input type="text"/>			<div><div>Update</div><div>Cancel</div></div>

- ❑ The only fields that can be edited for the unmatched child are:

- First & Last Name
- DOB
- District
- Home Phone

Entering Temporary Children & Enrollments (Continued)

- Now that the “unmatched child” has been successfully created, you will be able to create the “unmatched enrollment.” You can either click the “Enrollments” link from the Unmatched Children Screen or,

Unmatched Children Add Child											
Child Number	Last Name	First Name	MI	DOB	County	District	Address1	City	State	Zip	HomePhone
C62000195285				5/20/2018	ULSTER	ELLENVILLE CSD		Ellenville	NY	12428	8456652058
C62000197618				11/15/2017	ULSTER	SAUGERTIES CSD		Saugerties	NY	12477	9378302636

- Go to **Caseload Maintenance>Add/Edit Unmatched Enrollment**

- From the drop-down select

- ✓ Session
- ✓ From/To Dates
- ✓ Enrollment Type (RS)
- ✓ RS Type (OT/PT/ST)
- ✓ I/G
- ✓ Units/Minutes (2x30)
- ✓ Timespan (Weekly)
- ✓ Click **ADD**

Enter the information noted below for the unmatched enrollment>Click ADD

Home	File Transfer	Activities	eSTACs	Attendance	Billing	Caseload Maintenance	Lookup	Documents	Reports	Medicaid
------	---------------	------------	--------	------------	---------	----------------------	--------	-----------	---------	----------

Unmatched Enrollments

County: District: DOB: Redo Search

Fill in the session, enrollment start and end dates, Enrollment type, RS Type, I/G, frequency, duration, timespan>Click Add

Provider	Session	From	To	Enrollment Type	RS Type	I or G	Units	Minutes	Timespan	
	Select Session	Enr. Start	Enr. End	RS	OT/PT/SP		2	30	Weekly	Add

- The unmatched enrollment has now been added.
- You can now use this temporary enrollment to enter your session notes and upload documentation.

DEMONSTRATION

Unmatched Child & Unmatched Enrollment

Questions?

We will answer any questions regarding Unmatched Children/Enrollments.

Uploading a Prescription

(Two Options)

Option 1: **Hard Copy Upload Process**

Option 2: **Digital Speech Recommendation** (for SLPs only)

This process will be addressed in a separate webinar.

How to Upload a Paper Prescription

❑ Before you can upload a paper prescription to the Portal you must scan and save the prescription to your computer (Desktop).

❑ You can upload a prescription from two different menus in the Portal:

1. **Caseload Maintenance**>Prescriptions for Caseload
(for Therapists)



2. **Medicaid**>Prescriptions>Prescription Entry Maintenance
(for Billing Admins)



MENUS TO UPLOAD PRESCRIPTION DETAILS

(Two Options – Therapist and Billing Admin)

Option 1: **Therapist** (Caseload Maintenance>Prescriptions for Caseload)

- Click the **Rx Entry** link to enter **Prescription Details**.
- Click **Rx Image** link to upload the **Prescription Image**.

Prescriptions / Written Orders for Caseload

Filter By _____

Provider: Session:

ESID	Last Name	First Name	From Date	To Date	Description	Rx Status	Rx Entry	Rx Image
RS1920W0023094	AARON	ODILIA	11/25/2019	6/26/2020	ST 2x30 Individual	MISSING	Enter Rx Info	Upload Rx Image
RS1920W0023097	AARON	ODILIA	11/25/2019	6/26/2020	PT 2x30 Individual	MISSING	Enter Rx Info	Upload Rx Image
RS1920W0023095	AARON	ODILIA	12/16/2019	6/26/2020	OT 1x30 Individual	MISSING	Enter Rx Info	Upload Rx Image
RS1920W0023096	AARON	ODILIA	12/16/2019	6/26/2020	OT1 1x30 Group	MISSING	Enter Rx Info	Upload Rx Image

MENUS TO UPLOAD PRESCRIPTION DETAILS

(Two Options – Therapist and Billing Admin)

Option 2: **Billing Admin** (Medicaid>Prescriptions>Prescription Entry Maintenance)

- Type in the **Name of the Child**>**Select**.
- Click the **Enter Prescription Entry** button to enter Details.
- Click **Upload Prescription Image** button to upload the image.

Name (Last,First) **Select** [\[Show Advanced Search options \]](#)

	Child Number	Last Name	First Name	DOB	CIN	District	County	MatchStatus	
Select	C01000146232	AARON	ODILIA	7/25/2015	FP64980U	North Colonie 0809	Albany	County Record	Details

AARON, ODILIA County: **Albany** District: **North Colonie 0809** DOB: **7/25/2015** [Redo Search](#)

[Enter Prescription Entry](#) [Upload Prescription Image](#)

[Prescription Entries](#) [Prescription Images](#)

Prescription Entries

From	To	Order Type	Frequency	Signed By	NPI	Date Signed	ICD Codes	Status			
7/1/2019	6/30/2020	Occupational Therapy	PER IEP	CAROLYN LEMONS	1912322454	12/10/2019	R62.50	ENTERED	View	Edit Entry	Delete
7/1/2019	6/30/2020	Physical Therapy	PER IEP	INES MUIA-CHISENA	1992821615	7/1/2019	R62.0	ENTERED	View	Edit Entry	Delete

How to Upload a Paper Prescription (Prescription Entry - Therapists & Admins)

Step One

1. Select **Order Type**
2. **NPI**
3. **Date Signed**
4. Date Range
5. **School Year**
6. **ICD**
7. Frequency
8. **Select Enrollment**
9. Click **Preview**
10. Click **Save & Done**

Manage Prescription Entry

Managing Order Entry For:
Image: [Attach To Image](#)

Order Type: Speech Therapy Provider:

Ordering Provider NPI: **Date Signed:**

Prescription effective date range

☒ Applies to entire school year
☐ Applies to specific school year / session
☐ Applies to specific date range

Make sure you have the correct school year selected. 2020 - 2021 2020 - 2021 Summer

Reason for Services

ICD
Search by code or description...

Reason

Frequency

☒ Per IEP ☐ Specific X WEEKLY

	ESID	From	To	Frequency	Service Type	I/G
<input checked="" type="checkbox"/>	RS2021W0	9/8/2020	6/23/2021	3x30	Speech Therapy I	

Make sure you select the enrollment for the Rx.

Preview **Preview. If everything is correct, click SAVE & DONE** Cancel

Manage Prescription Preview

Preview

Child:
Service: Speech Therapy
Dates Covered: 7/1/2020 - 6/30/2021
Frequency: Per IEP
Reason:

ICD Code(s):	ICD Code	Description
	F84.0	Autistic disorder

Ordered By

Name:
NPI: 1992821
Date Signed: 8/6/20

Save & Done Cancel

How to Upload a Paper Prescription Image Entry – (Therapists & Admins)

Step 2

1. **Choose File** and browse to the Rx image on your computer.
2. Fill in the **school year**.
3. Optional – You can type in a description.
4. Fill in the ordering practitioner's **NPI #**.
5. Fill in the **signature date** of the Rx.
6. Check the **eligible order**.
7. Click **Save**

Manage Prescription File

Managing Order File For:

Choose File No file chosen

Provider:

School Year: 2020 - 2021

Description

**You can type a description here.
(e.g., Summer Speech Rx.)**

Ordering Provider Information (optional)

Ordering Provider NPI:

Date Signed:

	From	To	Frequency	Service Type	Signed By	Date Signed
<input checked="" type="checkbox"/>	7/1/2020	6/30/2021	PER IEP	Speech Therapy		7/1/2020

Save **Cancel**

THERAPISTS

- ☐ How can you tell if you successfully entered your prescription?
- ☐ How do you print the prescription?

How do you know if you completed your Rx? (For Therapists – Prescriptions for Caseload)

❑ How do you know if you successfully completed your prescription?

The **Rx Status Column** on the **Prescriptions for Caseload** screen will let you know whether the prescription has been **Entered, Verified, Missing* or Invalidated**. If invalidated, you will see the reason why it has been invalidated.

** If the prescription was not entered correctly, the status will show as “missing.”*

ESID	Last Name	First Name	From Date	To Date	Description	Rx Status	Rx Entry	Rx Image	
CBRS2021SC			7/6/2020	8/14/2020	ST 3x30 Individual	ENTERED	View	View	
CBRS2021SC			7/6/2020	8/14/2020	ST 3x30 Individual	INVALIDATED: Computer-generated signature stamp used.	Enter Rx Info	Upload Rx Image	Create Speech Recommendation
CBRS2021SC			7/6/2020	8/14/2020	ST 3x30 Individual	MISSING	Enter Rx Info	Upload Rx Image	Create Speech Recommendation

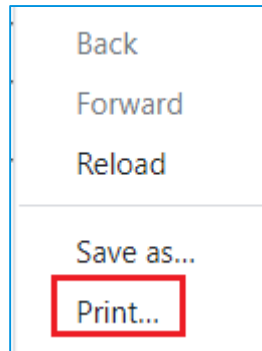
The link will change to “**View**” when the Rx has been successfully uploaded.

How to print the Prescription from Prescriptions for Caseload - (Therapists)

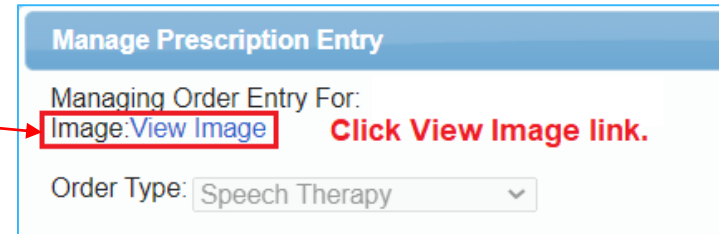
- ❑ Click the “**View**” link in either the **Rx Entry** or **Rx Image** column.

ESID	Last Name	First Name	From Date	To Date	Description	Rx Status	Rx Entry	Rx Image	
RS2021W0			9/8/2020	6/23/2021	ST 2x45 Individual	ENTERED	View	View	
RS2021W0			9/8/2020	6/23/2021	ST 3x30 Individual	MISSING	Enter Rx Info	Upload Rx Image	Create Speech Recommendation

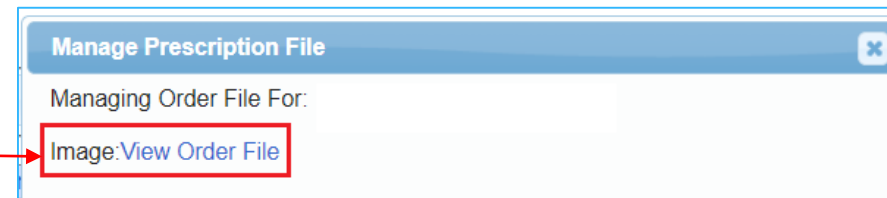
- ❑ From the **Rx Entry** column, click “**View.**”
- ❑ Click the “**View Image**” link.
- ❑ Right Click>**Print**



**** OR ****



- ❑ From the **Rx Image** column, click “**View.**”
- ❑ Click the “**View Order File**” link.
- ❑ Right Click>**Print**



ADMINS

- ☐ How can you tell if you successfully entered your prescription?
- ☐ How do you print the prescription?

How do you know if you completed your Rx?

(For Admins – Prescription Entry Maintenance)

❑ How do you know if you successfully completed your prescription?

- There are two tabs on the **Prescription Entry Maintenance Screen**

- 1) Prescription **Entries**, and
- 2) Prescription **Images**



Each tab has a “**Status**” column

- The **Prescription Entries Tab** will show you whether the prescription was **Entered, Verified, Invalidated** or **Missing**.

A screenshot of the Prescription Entries tab. It shows a table with columns: From, To, Order Type, Frequency, Signed By, NPI, Date Signed, ICD Codes, Status, View, Edit Entry, and Delete. Red arrows from the text "Each tab has a 'Status' column" point to the Status column and the "INVALIDATED: Signed with a signature stamp." and "VERIFIED" status values.

From	To	Order Type	Frequency	Signed By	NPI	Date Signed	ICD Codes	Status	View	Edit Entry	Delete
7/1/2019	6/30/2020	Speech Therapy	PER IEP		1730278607	7/1/2018	R47.89	INVALIDATED: Signed with a signature stamp.			
7/1/2018	6/30/2019	Speech Therapy	PER IEP		1730278607	7/1/2018	R47.89	VERIFIED			

- The **Prescription Images Tab** will show you whether the image is “**Attached**” or “**Unattached**” to the Prescription Image.

A screenshot of the Prescription Images tab. It shows a table with columns: School Year, Description, Signed By, Date Signed, Date Uploaded, Image Status, View, Edit Image, and Delete. Red arrows from the text "Each tab has a 'Status' column" point to the Image Status column and the "ATTACHED TO ORDER" and "UNATTACHED TO ORDER" status values. A purple oval highlights the "Order File created from CPSE Portal" description.

School Year	Description	Signed By	Date Signed	Date Uploaded	Image Status	View	Edit Image	Delete
201920	speech		7/1/2018	7/11/2019	ATTACHED TO ORDER			
201819	Order File created from CPSE Portal		7/1/2018	12/5/2018	UNATTACHED TO ORDER			

How to print the Prescription from Prescription Entry Maintenance - (Admins)

- ❑ Click on the **Prescription Entries** or **Prescription Images** Tab. Click the “View” Link. The Rx image will appear. Right click on the Rx image and click **Print**.

The screenshot displays the Prescription Entry Maintenance interface. At the top, there are two buttons: "Enter Prescription Entry" and "Upload Prescription Image". Below these are two tabs: "Prescription Entries" and "Prescription Images". The "Prescription Entries" tab is active, showing a table with columns: From, To, Order Type, Frequency, Signed By, NPI, Date Signed, ICD Codes, Status, View, and Edit Entry. A red arrow points to the "View" link in the "Status" column of the first row. To the right of the main interface, a context menu is shown with options: Back, Forward, Reload, Save as..., and Print... The "Print..." option is highlighted with a red box. A red arrow points from the "Print..." option back to the "View" link in the table.

Prescription Entries

From	To	Order Type	Frequency	Signed By	NPI	Date Signed	ICD Codes	Status	View	Edit Entry
7/1/2019	6/30/2020	Speech Therapy	PER IEP		1609183052	12/3/2019	F80.0,F80.2	VERIFIED	View	Edit Entry

Prescription Images

School Year	Description	Signed By	Date Signed	Date Uploaded	Image Status	View	Edit Image
201920	ST Rx		12/3/2019	12/20/2019	ATTACHED TO VERIFIED ORDER	View	Edit Image

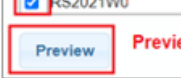

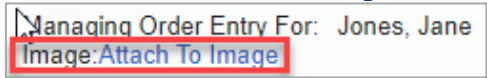
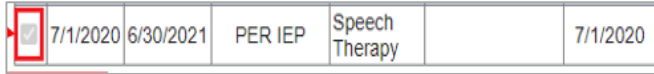
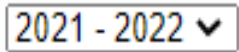
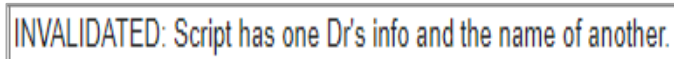
DEMONSTRATION

Live demonstration: How to Upload a Prescription

- 1) From Prescriptions for Caseload (Therapists)
- 2) From Prescription Entry Maintenance (Billing Admins)

TROUBLESHOOTING (Prescription Uploading)

❑ The following issues will prevent you from completing your prescription successfully.

- ✓ Prescription **ENTRY** Details were not completed and/or saved (Preview/Save & Done).

- ✓ The enrollment that applies to the Rx was not selected on the Prescription **ENTRY** Details Screen.

- ✓ Prescription **IMAGE** was not uploaded or was uploaded and not attached to the Prescription Details Screen.

- ✓ The Eligible Orders on the **IMAGE** Details Screen was not selected.

- ✓ The correct school year was not selected so the correct ESID # is not associated with the prescription.

- ✓ The prescription was invalidated because one of the eight mandated criteria did not meet Medicaid requirements. As a result, billing cannot move forward.

- ✓ All the items noted above will result in the following error message, which will halt billing,
“Details of Prescription/order not entered for enrollment.”

QUESTIONS?

We will answer any questions regarding Uploading Prescriptions.

DOCUMENT VERIFICATION

Prescription

- ❑ The agency or therapist will be responsible for obtaining and uploading the prescription.
- ❑ Q&A #114 ... *It is recommended that written orders ... be monitored for completeness and that any necessary replacement documentation is requested as soon as possible.* This should be done **prior to uploading** prescriptions.
- ❑ It is important to note that the therapist/agency **must have a copy of the prescription “in hand”** before providing the service. The district will not be uploading the prescription.

Document Verification

Prescription - Continued

❑ What is McGuinness looking for when they verify a prescription?

The Medicaid Provider Policy & Billing Handbook (page 21) lists (8) eight elements that are required on a Medicaid prescription.

1. The complete **name** of the child
2. The **complete date** the order was written and signed (MM/DD/YY)
3. The **service(s)** being ordered (OT/PT/ST)
Frequency/duration of the ordered service must be either specified on the order itself (2x30 l)
**** OR ****
The order can explicitly adopt the frequency/duration of the service by IEP reference (As per IEP)
4. Ordering **provider's contact information** (Street, City, State, Zip, Phone – Including Area Code.)
5. **Signature** of the ordering practitioner (Stamps are not permitted; including computer-generated signatures)
6. The **time period** for which the services are being ordered (Specific Dates 7/1/xx-6/30/xx -or- School Year 2020-2021)
7. The ordering practitioners **NPI and/or license number**
8. Patient **diagnosis** and/or reason/need for ordered service(s) (ICD Code)

Customizable Medicaid-Compliant Prescription Template

Available through the CPSE Portal Knowledge Base

Link to Knowledge Base Customizable Medicaid-Compliant Prescription Template:
<http://support.cpseportal.com/kb/a172/medicaid-compliant-prescription-template.aspx>

SPACE FOR SCHOOL/AGENCY INFORMATION
(You can list your company address and phone number here to be sure that it is included on the order.)

PSSHSP REFERRAL FOR EVALUATION OR RECOMMENDATION FOR SERVICES

In accordance with the request by the Committee on Preschool Special Education, a referral for evaluation and/or a recommendation for services as noted below will be provided as specified in the Individualized Education Program (IEP) designed by the Committee. (Check one or both as required) ☐ Evaluation ☐ Services

Student Name John Smith DOB 1/2/15

District Optional County Optional

Agency Optional
(Agency, Center-based Program or Individual Provider)/Phone _____

(Check One)
Reason for Rx: ☐ Annual Review Meeting ☐ Change in Service ☐ Transfer Meeting ☐ Re-Eval Meeting ☐ New Referral

(Required)			
Term of Service: School Year July 1, <u>2019</u> to June 30, <u>2020</u> (Frequency, Duration & Class Ratio as per the IEP)			
Evaluation/Service	(Required) ICD CODE for EVALUATION(S)	(Required) ICD CODE for SERVICE(S) *	Medical Diagnosis/Purpose of Treatment
Audiological			
Occupational Therapy			
Physical Therapy			
Speech		F80.2	Mixed receptive-expressive language disorder.
Psychological/Psychological Counseling			
Skilled Nursing (Requires a Physician's Order)			

*The most specific ICD code is required for each evaluation/service.
Medicaid requires that a written referral be in place prior to the initiation of evaluations/services.*

** An order/referral for services must be completed for each IEP period.
A new order/referral must be completed whenever a review conducted during an IEP period results in a change in service (i.e., frequency/duration/ratio).*

Signature Handwritten Signature or Electronic Signature Only Date Signed Date is Required
Original Signature Required – Stamps Not Permitted (REQUIRED) (Required)

Print Name PRINT NAME HERE (Stamp Accepted) Title M.D.

Address & Phone (Required) - (Stamp Accepted) REQUIRED: COMPLETE ADDRESS & PHONE # ABC Agency 123 Main St. New York City, NY 12345 (000) 123-4567	(Required) License # <u>123456 (REQUIRED)</u> (Required) NPI # <u>1234567890 (REQUIRED)</u> Medicaid # _____ Fax # _____
--	---

(Signature of NYS licensed and registered physician, a physician or a licensed nurse practitioner acting within the scope of practice (for psychological counseling services this also includes an appropriate school official and for speech therapy services, a speech-language pathologist who has seen the child.)

Questions?

We will answer any prescription verification questions.

UPCOMING WEBINARS

❑ Webinar on: **Medicaid-Compliant Written Orders** (March 15 & 17, 2022)

- *What Should you be Checking?*
- *What are the (8) Eight Required Elements of a Medicaid Prescription?*
- *What is the Valid versus Invalid Way to Express Each of the Eight Elements?*
- *Medicaid-Compliant Written Order Checklist*
- *Examples of Prescriptions Issues (Valid & Invalid)*
- *Review Prescriptions Upon Receipt*
- *How to Obtain a Medicaid-Compliant Prescription from a Doctor's Office?*
- *When is a New Order Required?*
- *Prescription Verification Process*
- *Corrections to Prescriptions*
- *Altering Prescriptions*
- *Ordering, Prescribing, Referring, Attending (OPRA – for SLPs only)*

UPCOMING WEBINARS

□ Webinar on: 2022-23 Annual Review Process (March 29 & 31, 2022)

■ IEPs

- ✓ *Service Dates in Portal do not Match IEP*
- ✓ *Service Frequency & Duration in the Portal do not Match IEP*
- ✓ *Date of Birth in the Portal does not Match IEP*

■ Prescriptions

✓ Hard-Copy Prescriptions

Medicaid-Compliant Written Order Checklist
Corrections to Prescriptions
Replacement Prescriptions
Hard-Copy Prescription Troubleshooting

✓ Digital Speech Recommendations

A Few things to Note
Prescriptions from Medical Practices
Timing of the Speech Recommendation
Speech Supervisors

UPCOMING WEBINARS

□ Webinar on: **Digital Speech Recommendations** (June 7 & 9, 2022)

- *Benefits of Using the Digital Speech Recommendation*
- *When Should the SLP Create the Speech Recommendation*
- *Required Elements of a Written Order*
- *One-Time Set-Up*
- *How to Create the Digital Speech Recommendation/Demonstration*
- *Unmatched Children/Enrollments*

McGuinness Medicaid-in-Education Contact Information

James McGuinness and Associates, Inc.

1482 Erie Boulevard

Schenectady, NY 12305

Phone: (518) 393-3635

Fax: (518) 393-9938

Deborah Frank, McGuinness Medicaid Specialist – dfrank@jmcguinness.com – Extension #41

Kelly Knowles, McGuinness Medicaid Team – kknowles@jmcguinness.com – Extension #28

Follow-up

- ❑ This presentation will be recorded and the PowerPoint presentation will be uploaded to the Portal Knowledge Base for future reference.
 - Search for help in our Knowledge Base: <http://support.cpseportal.com/Main/Default.aspx>
 - Email: support@CPSEPortal.com
 - Questions/Guidance regarding Medicaid compliance:
Contact Deborah Frank dfrank@jmcguinness.com, 518-393-3635, Ext. #41

❑ HELPFUL LINKS

CPSE Portal Knowledge Base Links for Medicaid

<http://support.cpseportal.com/kb/a231/medicaid-knowledge-base-links.aspx>