CPSE Portal Billing Using the CPSE Portal
July 27th, and July 28, 2022

Questions & Answers

	Topic/Category
	PRINTING ATTENDANCE
Q	For Essex County ONLY - Can the attendance be printed individually for each student? The County files the attendance in each child's billing chart. Due to HIPPA the County can't have other children on the attendance.
A	Yes. The agency can print out each child's sessions individually. The billing admin will go to **Reports -> Child Treatment Log**, and filter by the county, date range, and for each child separately.
	MOVING ATTENDANCE BETWEEN ENROLLMENTS
Q	Which enrollment on top do you choose again? The one that you want to change to or the one that has the wrong attendances?
A	You will choose the enrollment that contains the attendances that are outside of the enrollment dates. Those dates will be highlighted in red. You could also have a rescinded enrollment or attendances on the wrong enrollment, and those attendances will not appear in red. Always choose the enrollment that contains the attendances that you want to move.
	PRESCRIPTIONS
Q	You cannot bill without an Rx. If a student is not on CPSE but able to be seen by the therapist (Speech) can you backdate the Speech Digital Authorization Rx. We have not been able to do so if a therapist could not make a Digital Authorization Rx in time for any reason. Those sessions prior even if Medicaid eligible are to be marked not billable?
A	You cannot back date a prescription. The digital order will always be the signed date that the SLP created the digital order. Your SLP can upload a paper RX if they have one. The sessions do not need to be marked not Medicaid eligible as any sessions prior to the signed date of the RX will not be eligible for the County to remit to Medicaid. Therefore, they will not be billed to Medicaid.
	SIGNING VOUCHERS
Q	Is the Authorized Claimant supposed to be the therapist or Billing admin?
A	This will always be the Billing Admin, as the service provider does not have access to the billing tab.