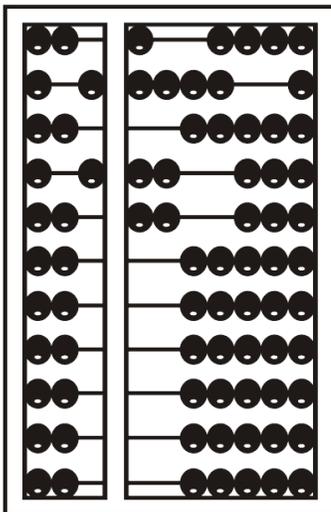


JAMES MCGUINNESS
& ASSOCIATES INC.
Consultants



ENTERCLAIMS DIGITAL SPEECH ORDERS

(For SLPs)

Updated April 2025

CLARIFICATION

- ❑ Today's webinar is for agencies (and their service providers) that are using the **McGuinness CLAIMS/EnterClaims** software – ***It is not for CPSE Portal Users.***

- ❑ SLPs that will be using the Portal to generate a digital speech recommendation should register for one of the following webinar presentations.
 - **Thursday, June 5, 2025 at 3:00, or**
 - **Friday, June 6, 2023 at 9:30**

Please contact Deb Frank if you need the registration links.

INTRODUCTIONS

☐ **McGuinness Medicaid Team**

- **Deborah Frank, McGuinness Medicaid Specialist**

☐ **McGuinness CLAIMS/CLAIMS Online Team**

- **Madison Fama, CLAIMS Team Leader**

TOPICS COVERED

GENERAL

- What is a Digital Order/Recommendation?
- Benefits of Using the EnterClaims Digital Order
- Required Elements of a Written Order
- Timing of the Speech Digital Order

FOR THE THERAPIST (SLP)

- How to Create the Digital Order – (Therapist)
- Credential Verification

FOR THE AGENCY

- Digital Order Management from EnterClaims
- Digital Order Management from CLAIMS

We will stop for Questions/ Answers after each agenda topic.

PRESENTATION FOLLOW-UP

The following information will be sent as follow-up to today's presentation. This information should be shared with the appropriate personnel.

- **Recording of the Presentation**
- **PowerPoint Presentation**
- **CLAIMS Maintenance for EnterCLAIMS Digital Orders**
- **Tutorial for SLPs Only**
- **Tutorial for SLPs & Admin**

ENTERCLAIMS DIGITAL ORDER SUPPORT

- ❑ The McGuinness Medicaid Department does not have access to your CLAIMS or EnterCLAIMS databases.
- ❑ If an SLP needs assistance with the EnterClaims Digital Order process, please contact your agency.
 - The agency will contact their McGuinness CLAIMS/EnterClaims Client Relationship Manager (CRM) to troubleshoot the issue.
 - The agency will apprise the therapist of the resolution.

ENTERCLAIMS DIGITAL ORDER/RECOMMENDATION

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 that it is created and signed digitally.

DIGITAL SPEECH RECOMMENDATIONS

- ❑ There are many benefits of using the digital option for Speech recommendations.
 - The digital recommendation is **Medicaid-compliant** and **verified** upon completion,
 - The resulting digital order does not need to be **scanned, entered and uploaded** to the Portal,
 - The digital recommendation **will limit** (or eliminate) requests for **replacement prescriptions**.
 - Having the SLP create the digital recommendation for the enrollment will ensure that the resulting services are Medicaid reimbursable.

- ❑ All full-service Medicaid counties have discontinued the practice of accepting paper prescriptions for speech services and are now **requiring** their SLPs to complete a digital order.

WHEN SHOULD A WRITTEN ORDER BE COMPLETED?

(Timing of the Written Order) – Medicaid Handbook / Q&A

From the Medicaid Provider & Billing Handbook, Page 21

- ❑ It should be noted that the written order/written referral must be in place **prior to the initiation of services** (prospective), including evaluations.

From the Medicaid Q & A – Question # 94

- ❑ Can a NYS licensed and currently registered speech-language pathologist (SLP) **who has not seen the student** write a referral for speech therapy? **No.**

The SLP cannot write a referral if they have not seen the student 18NYCRR 505.11 states that a written order must contain a diagnostic statement and purpose of treatment. It is not acceptable under the Medicaid program for the ordering referring professional never to have met with the child as it is incompatible with the obligations of the ordering practitioner to assure that the ordered care, services, or supplies will meet the recipient's needs and restore him or her to the best possible functional level. [December 13, 2010] (Citation: Slide #81)

REQUIRED ELEMENTS OF A WRITTEN ORDER/REFERRAL/RECOMMENDATION

Listed below is a list of all the required (8) elements of a Written Order from the **Medicaid Provider & Billing Handbook**. In addition to selecting the enrollment(s) that apply to the digital order, only the items in red will need to be entered when creating the digital order; all other requirements will come up automatically when the digital order is generated.

1. **Child's Name** (comes from CLAIMS).
2. **Term of Service** – The time period for which the service(s) are being ordered are determined by the enrollment dates entered into CLAIMS.
3. **Service/Frequency & Duration (will auto-fill from the enrollment in CLAIMS)**
4. **Patient Diagnosis** and/or reason/need for ordered service(s). (can be entered into CLAIMS or on the order directly)
5. **Signature** of a NYS Medicaid enrolled provider who is a NYS licensed, registered, and/or certified, as relevant, physician, physician assistant, or licensed nurse practitioner acting within the scope of their practice.
6. **Signature Date** – The complete date the order was written and signed – *Entered automatically when created.*
7. Practitioner's **NPI and/or License number(s)** (Comes from the Find Therapist Screen).
8. **Practitioner's Contact Information** (Office stamp or pre-printed address and telephone number permitted – Comes from the Find Therapist Screen).

3. SERVICE(S) BEING ORDERED

Frequency & Duration of Service

□ The service (OT/PT/ST/Psychological Counseling) can be listed on the written order along with one of the following references:

➤ **Option 1:** Specific reference to adopt the frequency and duration “**As per the IEP**”

(If this option is used, each time the the IEP is amended, a new prescription is required for all Medicaid related services – even if the related service did not change.),

..OR..

➔ ➤ **Option 2:*** Specific **Frequency and duration** of the ordered service(s) – **2x30 Ind.**,

** Using **Option Two** is “best practice” and will limit the number of prescriptions required throughout the school year.*

3. FREQUENCY & DURATION OF SERVICE

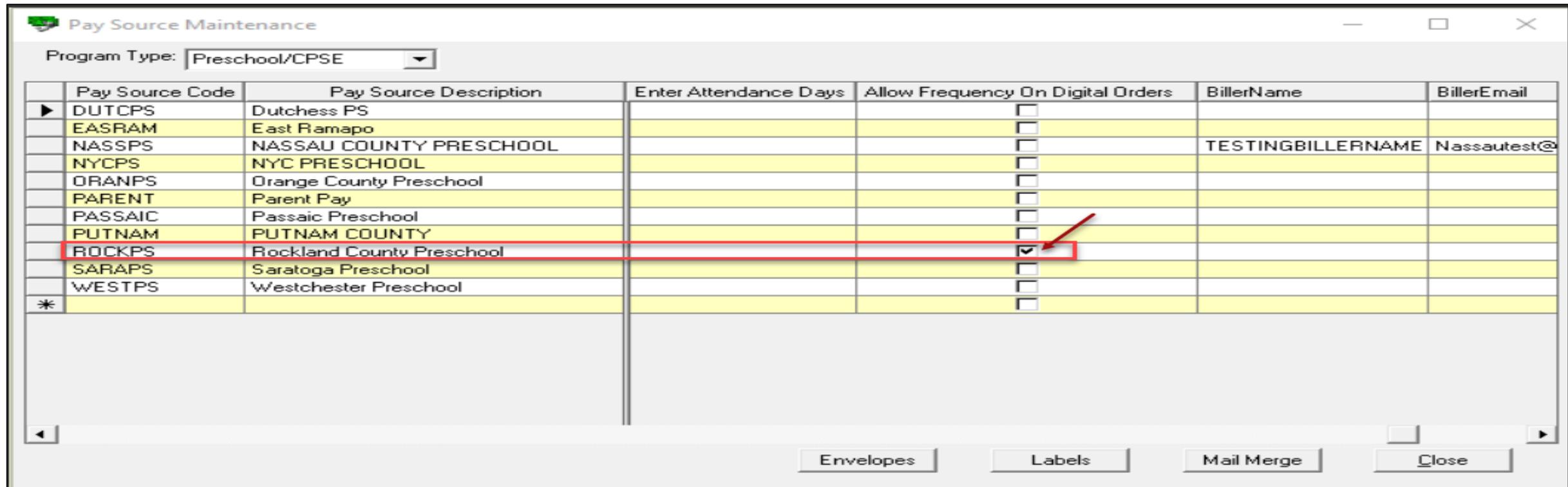
New Information from SED

- ❑ If the **“As per IEP”** reference is used to adopt the frequency and duration of the ordered service, each time that the IEP is amended (for any reason) or a new service is added, a new written order will be required for **all Medicaid related health services** – even if there is **no change** for the related service.
- ❑ Why? Because the written order is directly **linked to the IEP** that was in place at the time that the written order was completed. *As a result, any subsequent IEP amendments that occur after the written order is initially completed will require a new order (for all Medicaid services).*

How to Set Up the Specific Frequency & Duration Option for the Digital Order

Go to: **Maintenance>Billing Maintenance>Pay Source Maintenance**

After the setting is changed, export services in CLAIMS (**EnterClaims>Export Services**)



Pay Source Maintenance

Program Type: Preschool/CPSE

	Pay Source Code	Pay Source Description	Enter Attendance Days	Allow Frequency On Digital Orders	BillerName	BillerEmail
▶	DUTCPS	Dutchess PS		<input type="checkbox"/>		
	EASRAM	East Ramapo		<input type="checkbox"/>		
	NASSPS	NASSAU COUNTY PRESCHOOL		<input type="checkbox"/>	TESTINGBILLERNAME	Nassautest@
	NYCPS	NYC PRESCHOOL		<input type="checkbox"/>		
	ORANPS	Orange County Preschool		<input type="checkbox"/>		
	PARENT	Parent Pay		<input type="checkbox"/>		
	PASSAIC	Passaic Preschool		<input type="checkbox"/>		
	PUTNAM	PUTNAM COUNTY		<input type="checkbox"/>		
	ROCKPS	Rockland County Preschool		<input checked="" type="checkbox"/>		
	SARAPS	Saratoga Preschool		<input type="checkbox"/>		
	WESTPS	Westchester Preschool		<input type="checkbox"/>		
*				<input type="checkbox"/>		

Envelopes Labels Mail Merge Close

WARNING

When the Frequency & Duration Option is Selected

Warning! ←



Enabling the Allow Frequency On Digital Orders setting creates the potential for creation of non-Medicaid compliant prescriptions. Be aware that any digital orders created with a frequency specified other than "As Per IEP" are likely not going to be acceptable to counties using CPSEPortal. We strongly recommend keeping this setting disabled. Are you sure you want to continue?

Yes

No

QUESTIONS?

Are there any questions about the “General Medicaid Topics” that we just covered or how to set up the frequency and duration option for digital orders?

THERAPIST

□ How to Create the Digital Order

- Completing the Digital Order Template in EnterClaims
- Signing the Digital Order
- View/Print/Delete the Resulting Order
- Reports
 - ✓ Completed Digital Orders
 - ✓ Missing Digital Orders

□ Credential Verification*

- How to Complete Credential Verification in EnterClaims

* *The EnterCLAIMS Digital Order button will be greyed out (not available for use) until credential verification has been completed in CLAIMS, exported to EnterCLAIMS and completed by the therapist in EnterClaims.*

ENTERCLAIMS DIGITAL SPEECH ORDER

(How to Create the Digital Speech Order)

- ❑ Digital orders* can be created from the Home Page from the “**My Cases**” Screen – as illustrated in the screenshot below.

My Cases

Company: All Companies ▾ From 10/27/2019 To 11/2/2019 Retrieve

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

Get Acrobat Reader

ENTERCLAIMS DIGITAL SPEECH ORDER

(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 CLAIMS.
2. The **Order Information** is prefilled with the child's name, service type and time period. Any **Diagnoses** entered on the CLAIMS enrollment, will auto-fill. You can add new ICD codes by clicking the "Add" link. If the diagnosis box is not checked, it will not apply to the prescription. The **Frequency/Duration** is selected under **Frequency**.

3. The **Enrollment** that was selected on the Home Screen will populate in the **Selected Therapies** Section.

RS2425W00026384	04/20/2025-06/30/2025 ST1 3.00x60 WEEKLY	TESTHB	No	Location:CHILD'S HOME
GRP ** NO ATTENDANCES **				

4. The **Ordering Provider Information** is auto filled from the therapist's Information Screen (Find Therapist) from a CLAIMS export.

Click **SAVE**.

Digital Order

Agency Contact Information ←

Name: CLAIMS_TEST_HB
Address: test test, ny 11111 Phone: 1241231234

Order Information ←

Child Name: ABBOTT, CECIL
Service Type: Speech Therapy
Order Dates: ←
 School Year 7/1/2024 - 6/30/2025
 School Year Session 9/1/2024 - 6/30/2025
 Specific Dates 4/16/2025 6/30/2025

Frequency: As Per IEP
 2.00x30 IND WEEKLY

Diagnosis:

	ICD Code	Description	
<input checked="" type="checkbox"/>	F82	Specific developmental disorder of motor function	Add

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	09/01/24	06/30/25	2.00x30 WEEKLY

Ordering Provider Information ←

Profession: Speech Therapist
NPI: 1326293820 License Number: 001895

Save Back To Therapist Home

ENTERCLAIMS DIGITAL SPEECH ORDER

(Order Dates: Term of Service Section of the Template)

Relatively New Section on the Digital Order Template – Order Dates

The SLP will have the option to select one of the three options shown below for the term of service on the digital order.

Option 1 – **School Year (7/1 to 6/30)** is the default option and is the ***recommended*** option.

Option 2 – **School Year Session** can be used to create a “session only” (Summer/10-Month) digital order.

Option 3 – **Specific Dates** will allow the SLP to type in the specific term of service dates.

Order Dates:

School Year 7/1/2024 - 6/30/2025

School Year Session 7/1/2024 - 8/31/2024

Specific Dates



ENTERCLAIMS DIGITAL SPEECH ORDER (Frequency & Duration Option)

Due to the recent information from SED, the EnterClaims Digital Order default option of, “***As per IEP***” should not be used moving forward. Instead, the specific service mandate option (e.g., 2x30 Ind) should be used on the digital order (as shown below).

Order Dates:

- School Year 7/1/2024 - 6/30/2025
- School Year Session 9/1/2024 - 6/30/2025
- Specific Dates

Frequency: As Per IEP
 2.00x30 IND WEEKLY



ENTERCLAIMS DIGITAL SPEECH ORDER (Signing the Digital Speech Order)

After you click **SAVE**, the **Create Digital Order? Screen** appears so you can sign the order.

- The attestation box must be selected to complete the order.
- Check the **Export to CPSE Portal box**.
(If there is no ESID # assigned to the child, you will not be able to send the digital order to the Portal.)
- **Enter Pin #****
- **Click Sign***

* The date that the digital order is created becomes the **signature date** of the order, which is the first date that prescription is valid for Medicaid claiming.

**Same Pin # used to sign session notes.

Ordering Provider Information

Profession: 4

NPI: License Number:

Create Digital Order? **Attestation Screen**

My Signature: * Date Signed:

By checking this box and entering my PIN, I am attesting to:

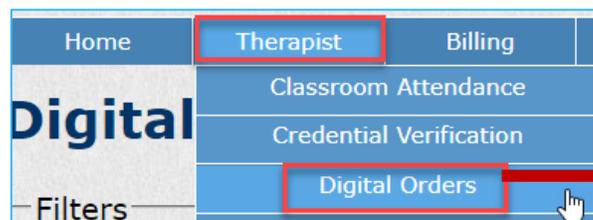
- I am legally authorized and qualified to refer/recommend the above services/evaluation
- I am referring/recommending the above listed services/evaluation for the listed child in accordance with the Committee on Preschool Special Education

Export To CPSEPortal

VIEW / PRINT / DELETE THE DIGITAL ORDER

- From the **Therapist Menu** > **Digital Orders**, the SLP can view, print or delete the order. To Print, click the “**View**” button. When the image pops up, **right click** > **click print**. To delete*, click the “**Delete**” button.

(* The digital order cannot be deleted once it has been sent to the Portal. A new order would need to be generated.)



Digital Orders

Filters
Therapy Active As Of: 4/21/2025 Program Type: ALL

Filter

Child Name	Order Start Date	Order End Date	Agency	Program Type	Authorization Info	Service Type	Therapy Start Date	Therapy End Date	Therapy Frequency	Order Frequency	Signature Date	Sent To CPSEPortal	View	Export To CPSEPortal	Delete
CIRAOLLO, MILAN	07/01/24	06/30/25	CLAIMS_TEST_HB	PS	RS2425W00026384	Speech Therapy Group	04/20/25	06/30/25	3.00x60 GRP WEEKLY	As Per IEP	04/21/25	No			

HOW CAN I SEE IF A DIGITAL ORDER IS MISSING? (from EnterClaims)

- From the **Therapist Menu**>**Digital Orders**, the SLP will scroll down to the second table, “**Missing Digital Orders.**” All 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(s) for the selected child.

Missing Digital Orders									
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

DIGITAL ORDERS SCREEN

Completed & Missing Digital Orders

Digital Orders

Filters

Therapy Active As Of: Program Type:

Digital Orders

COMPLETED

Child Name	Order Start Date	Order End Date	Agency	Program Type	Authorization Info	Service Type	Therapy Start Date	Therapy End Date	Therapy Frequency	Order Frequency	Signature Date	Sent To CPSEPortal	
AAMER, KAITLINE	09/14/21	06/30/22	SUPPORT_DEMO	PS		Special Ed / ABA	09/07/21	06/24/22	3.00x60 IND WEEKLY	As Per IEP	09/14/21	No	<input type="button" value="View"/> <input type="button" value="Delete"/>
AAMER, KAITLINE	09/14/21	06/30/22	SUPPORT_DEMO	PS		Special Ed / ABA	09/07/21	06/24/22	3.00x60 IND WEEKLY	As Per IEP	09/14/21	No	<input type="button" value="View"/> <input type="button" value="Delete"/>
BARRIOS, GERMANO	01/14/22	06/30/22	SUPPORT_DEMO	PS		Speech Therapy	09/27/21	06/30/22	1.00x45 IND WEEKLY	As Per IEP	01/14/22	No	<input type="button" value="View"/> <input type="button" value="Delete"/>
BARRIOS, GERMANO	01/14/22	06/30/22	SUPPORT_DEMO	PS		Speech Therapy	09/27/21	06/30/22	1.00x45 IND WEEKLY	As Per IEP	01/14/22	No	<input type="button" value="View"/> <input type="button" value="Delete"/>
BARRIOS, GERMANO	09/14/21	06/30/22	SUPPORT_DEMO	PS		Speech Therapy	09/27/21	06/30/22	1.00x45 IND WEEKLY	As Per IEP	09/14/21	No	<input type="button" value="View"/> <input type="button" value="Delete"/>
BARRIOS, GERMANO	09/14/21	06/30/22	SUPPORT_DEMO	PS		Speech Therapy	09/27/21	06/30/22	1.00x45 IND WEEKLY	As Per IEP	09/14/21	No	<input type="button" value="View"/> <input type="button" value="Delete"/>
WONG JR., ESMERALDA	12/22/21	06/30/22	SUPPORT_DEMO	PS		Speech Therapy	09/01/21	06/30/22	3.00x30 IND WEEKLY	3x30 IND WEEKLY	12/22/21	No	<input type="button" value="View"/>
WONG JR., ESMERALDA	12/22/21	06/30/22	SUPPORT_DEMO	PS		Speech Therapy	09/01/21	06/30/22	3.00x30 IND WEEKLY	3x30 IND WEEKLY	12/22/21	No	<input type="button" value="View"/>
WONG JR., ESMERALDA	12/22/21	06/30/22	SUPPORT_DEMO	PS		Speech Therapy	09/01/21	06/30/22	3.00x30 IND WEEKLY	As Per IEP	12/22/21	No	<input type="button" value="View"/>
WONG JR., ESMERALDA	12/22/21	06/30/22	SUPPORT_DEMO	PS		Speech Therapy	09/01/21	06/30/22	3.00x30 IND WEEKLY	As Per IEP	12/22/21	No	<input type="button" value="View"/>

1 2

Missing Digital Orders

Child Name	Agency	Program Type	Authorization Info	Service Type	Ind/Grp	Therapy Start Date	Therapy End Date	Frequency	Prescription	
BAUTISTA REYES, NERIS	SUPPORT_DEMO	PS		Speech Therapy	IND	09/01/21	06/30/22	2.00x30 WEEKLY	No	<input type="button" value="Enter Digital Order"/>
BAUTISTA REYES, NERIS	SUPPORT_DEMO	PS		Speech Therapy	IND	09/01/21	06/30/22	2.00x30 WEEKLY	No	<input type="button" value="Enter Digital Order"/>
BRYANT, ADRIEL	SUPPORT_DEMO	PS		Speech Therapy	IND	09/01/21	06/30/22	3.00x30 WEEKLY	No	<input type="button" value="Enter Digital Order"/>
CONCEPCION, HERSH	SUPPORT_DEMO	PS		Speech Therapy	IND	09/01/21	06/30/22	3.00x30 WEEKLY	No	<input type="button" value="Enter Digital Order"/>
DEGALA, LYSETT	SUPPORT_DEMO	PS		Speech Therapy	IND	09/01/21	06/30/22	3.00x30 WEEKLY	No	<input type="button" value="Enter Digital Order"/>
ESPINERIA, SIERRA	SUPPORT_DEMO	PS		Speech Therapy	IND	09/01/21	06/30/22	3.00x30 WEEKLY	No	<input type="button" value="Enter Digital Order"/>
Gates, Amelia	SUPPORT_DEMO	PS		Speech Therapy	GRP	10/01/21	06/25/22	3.00x30 WEEKLY	No	<input type="button" value="Enter Digital Order"/>
GUL, RAN	SUPPORT_DEMO	PS		Speech Therapy	IND	09/01/21	06/30/22	2.00x30 WEEKLY	No	<input type="button" value="Enter Digital Order"/>
GUTENPLAN, EMELY	SUPPORT_DEMO	PS		Speech Therapy	IND	09/01/21	06/30/22	2.00x30 WEEKLY	No	<input type="button" value="Enter Digital Order"/>

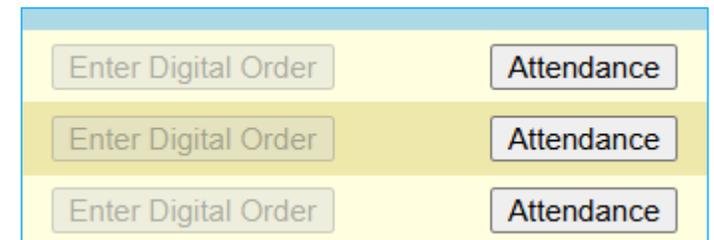
THERAPIST CREDENTIAL VERIFICATION

- ❑ Therapists must complete the Credential Verification process in EnterClaims prior to creating any digital orders.
- ❑ Go to **Therapist>Credential Verification**. Click “**Verify**” at the end of the row to verify the credentials.



Credential Verification			
Profession	Credential Type	Status	
Speech Therapist	LICENSE	Requires Verification	VERIFY

“Requires Verification” status causes the Enter Digital Order to be greyed out. Once Verified the button becomes live.



- ❑ If the SLP’s credentials are not “verified,” the **Enter Digital Order** Button will be greyed out.

THERAPIST CREDENTIAL VERIFICATION

Click “**Verify**” at the end of each row to verify the information in the Portal and SED.

Do not click verify if the information is incorrect.

Verify Credential

Verification

First Name	<input type="text" value="PATRICIA"/>	<input type="checkbox"/>	Verify
Last Name	<input type="text" value="PAGE"/>	<input type="checkbox"/>	Verify
Signature	<input type="text" value="PATRICIA PAGE, ST"/>	<input type="checkbox"/>	Verify
Profession	<input type="text" value="Speech Therapist"/>	<input type="checkbox"/>	Verify
License No	<input type="text" value="001895"/> <input type="button" value="Update"/>	<input type="checkbox"/>	Verify
Date Of Licensure	<input type="text" value="10/27/1978"/> <input type="button" value="Update"/>	<input type="checkbox"/>	Verify
Registered Through	<input type="text" value="12/31/2025"/> <input type="button" value="Update"/>	<input type="checkbox"/>	Verify
NPI	<input type="text" value="1326293820"/>	<input type="checkbox"/>	Verify

THERAPIST CREDENTIAL VERIFICATION

Verify Credential

Verification

This credential has been verified on 6/10/2024 by HB_PPAGE

First Name PATRICIA Verified

Last Name PAGE Verified

Signature PATRICIA PAGE, ST Verified

Profession Speech Therapist Verified

License No 001895 Verified

Date Of Licensure 10/27/1978 Verified

Registered Through 12/31/2025 Verified

NPI 1326293820 Verified

License Information From NYSED Office of the Professions

According to data retrieved on: 06/10/2024

Name: **TOOR ROBIN PHYLLIS**

Address: **HEWLETT NY**

License: **001895**

Profession: **Speech - Language Pathology (058)**

Status: **REGISTERED**

Date of Licensure: **10/27/1978**

RegisteredThrough: **12/31/2025**

Click “Verify” at the end of each row to verify the information in the Portal and SED.

NPPES

[Click here for NPPES website](#)

NPI: **1326293820**

This NPI is for an **Individual**

First Name: **ROBIN**

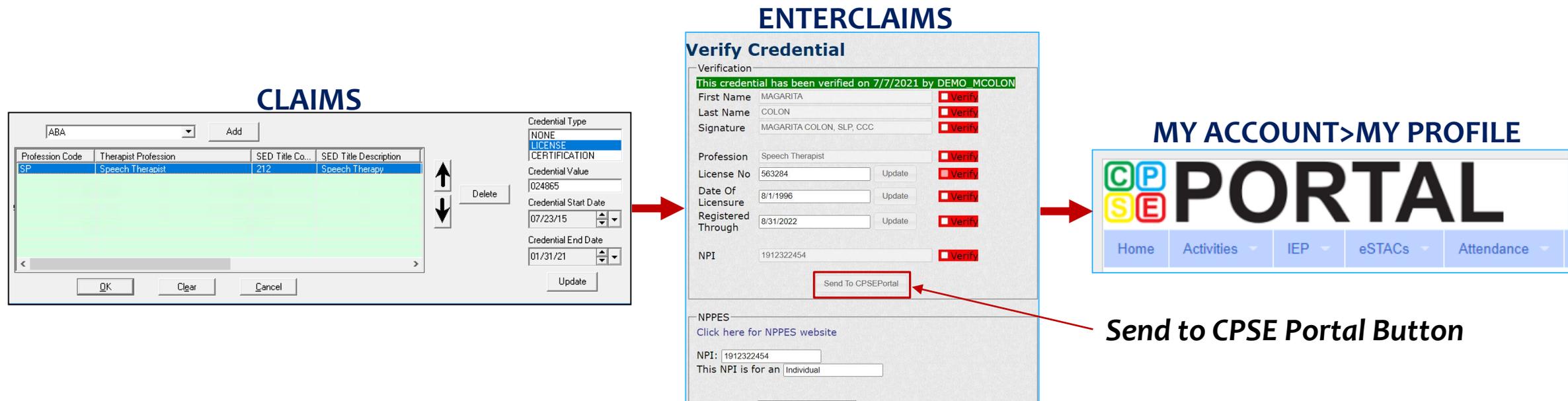
Last Name: **TOOR**

Credentials:

THERAPIST CREDENTIAL VERIFICATION

The information entered into the **Professions Screen** in CLAIMS feeds into the **Credential Verification Screen** in EnterClaims for the SLP.

Once the therapist completes the verification process in EnterClaims, the therapist will click the **Send to CPSE Portal** button to send the verification information to the Portal.



LIVE DEMONSTRATION

The EnterClaims Training Database will be used to show you a live demonstration.

- *How to enter an EnterClaims Digital Order from the Therapist's Home Page.*
- *How to view, print and delete the digital order.*
- *How to use the **Completed** and **Missing** Tables.*
- *How to enter Credential Verification from the Therapist Menu.*

QUESTIONS?

Are there any questions about...

- Entering/Viewing the Digital Order, or
- The Credential Verification Process?

AGENCY

□ Digital Order Management from EnterClaims

- Admin User Screen
- Digital Order Screen (Maintenance Menu>Digital Orders)
- Digital Order Maintenance
- Reports (Missing & Completed)

□ Digital Order Management from CLAIMS

- Digital Order Maintenance
- Prescription Maintenance
- EnterClaims Menu (Import/Export)

DIGITAL ORDER MANAGEMENT FROM ENTERCLAIMS - AGENCY

Enter your **Admin User Name & Password**>**Click Login.**



The screenshot shows the login interface for EnterCLAIMS. At the top left is the logo for JAMES McGUINNESS & ASSOCIATES INC. Consultants, featuring a stylized bar chart. To the right of the logo is the text "EnterCLAIMS" in a large, blue, serif font. Below the logo and title, there are two input fields: "User Name:" followed by a text box, and "Password:" followed by a text box. To the right of the password field is a "Login" button. Below the input fields, there are three lines of text: "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.", and "If you have signed up for an account but did not receive an activation email, [click here](#) to resend it." At the bottom right, there is a copyright notice: "Copyright 2005-2020 © James McGuinness and Associates" and a link: "For help using the site [click here.](#)"

JAMES McGUINNESS
& ASSOCIATES INC.
Consultants

EnterCLAIMS

User Name:

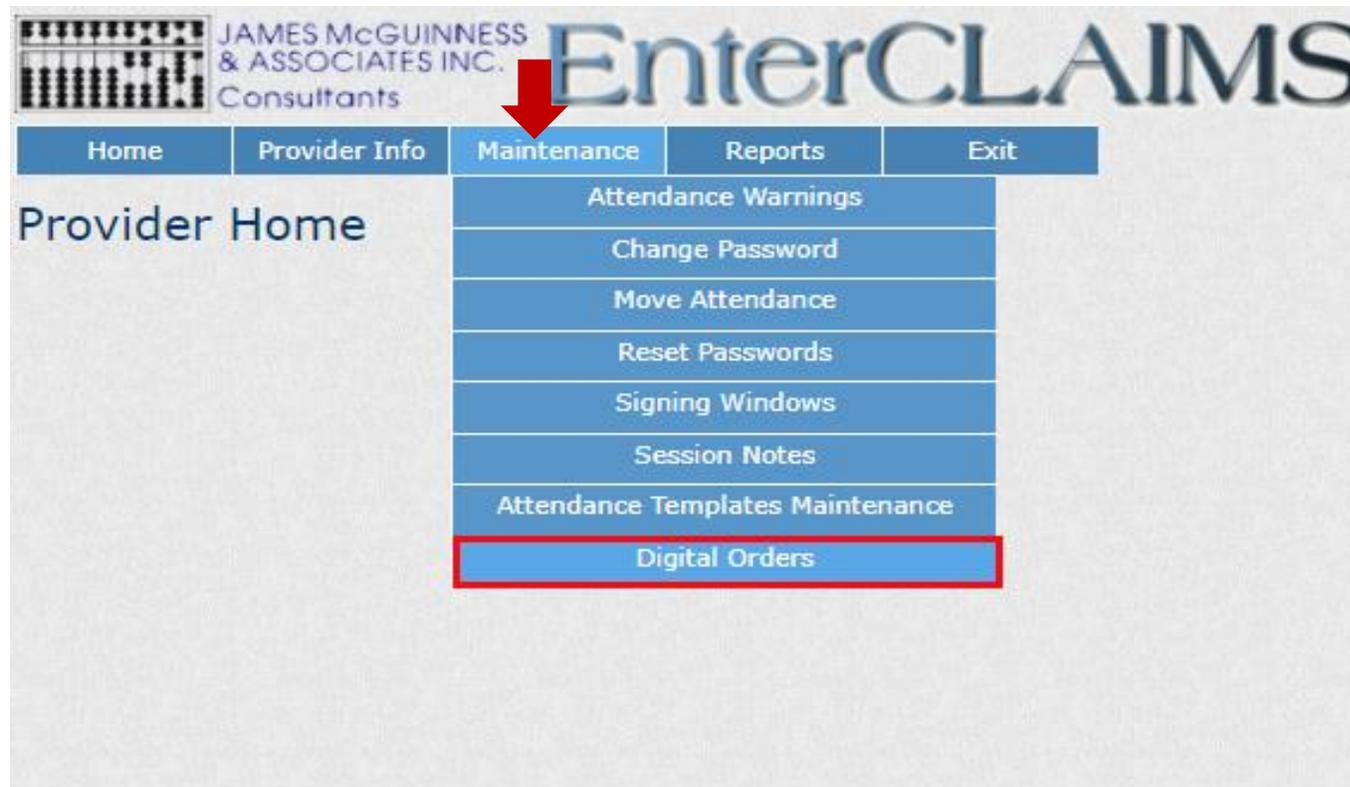
Password:

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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ADMIN USER SCREEN

Go to **Maintenance**>**Digital Orders**



The screenshot displays the EnterCLAIMS interface. At the top left is the logo for JAMES McGUINNESS & ASSOCIATES INC. Consultants. The main header reads "EnterCLAIMS". Below the header is a navigation menu with five items: Home, Provider Info, Maintenance, Reports, and Exit. A red arrow points to the Maintenance menu item. A dropdown menu is open under Maintenance, listing several options: Attendance Warnings, Change Password, Move Attendance, Reset Passwords, Signing Windows, Session Notes, Attendance Templates Maintenance, and Digital Orders. The Digital Orders option is highlighted with a red rectangular border.

Home	Provider Info	Maintenance	Reports	Exit
Provider Home		Attendance Warnings		
		Change Password		
		Move Attendance		
		Reset Passwords		
		Signing Windows		
		Session Notes		
		Attendance Templates Maintenance		
		Digital Orders		

ADMIN DIGITAL ORDERS SCREEN

Maintenance>Digital Orders

- On this screen your office staff will be able to see if the digital order has been sent to either **CLAIMS** or the **CPSE Portal**. (Columns marked with the red arrows)
- If the therapist did not check the box to send the digital order to the Portal when the digital order was created or if the child did not have an Auth # when the therapist created the digital order, the agency can send the digital order from this screen.
- Filtering is also available on this screen. Your office staff will be able to filter to include orders sent to the Portal, include orders sent to CLAIMS or exclude any un-exported orders.
- You can **view and/or print** the digital order by clicking the **View** button at the end of the row.

Digital Orders

Filters

From Date: 02/03/2025 To Date: 4/21/2025

Program Type: PS Payment Source: ALL

Service Type: ALL

Filter

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

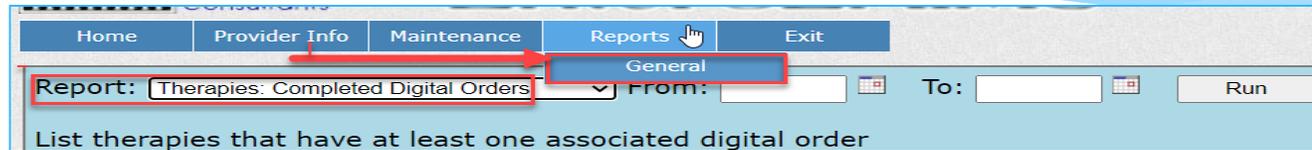
Digital Orders

Therapist Name	Child Name	Order Start Date	Order End Date	Program Type	Payment Source	Authorization Info	Service Type	Therapy Start Date	Therapy End Date	Therapy Frequency	Order Frequency	Signature Date	Sent To CPSEPortal	Sent To CLAIMS	ICD Code	
		07/01/24	06/30/25	PS	NASSPS	RS2425W00026384	Speech Therapy Group	04/20/25	06/30/25	3.00x60 GRP WEEKLY	As Per IEP	04/21/25	No	No	F82	<input type="button" value="View"/> <input type="button" value="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 see what digital orders have been completed and what digital orders are missing.



- ❑ Therapies: **Completed Digital Orders** – Select report from Drop Down>Filter for dates>Run
- ❑ Therapies: **Missing Digital Orders** – Select report from Drop Down>Filter for dates>Run

COMPLETED

Home Provider Info Maintenance Reports Exit

Report: Therapies: Completed Digital Orders From: 07/01/2020 To: 11/11/2020 Run

List therapies that have at least one associated digital order

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 CPSE Portal	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

MISSING

Home Provider Info Maintenance Reports Exit

Report: Therapies: Missing Digital Orders From: 07/01/2020 To: 11/11/2020 Run

List PS, SA, and EI speech therapies that have no associated 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

REPORTS

Export Reports to Excel

From the Missing Digital Orders Report:

Un-Filtered Report – All Program Types (EI, PS, SA)

Authorization In	Child Name	Program Ty	Service Type	Therapy Start Da	Therapy End Da	Frequency
1234567	ABELE, TATIANA	PS	Speech Therapy	9/1/2022	6/30/2023	2.00x30 IND WEEKLY
	CHUNG, CELINA	EI	Speech Therapy	10/9/2022	6/30/2023	2.00x30 IND WEEKLY
	Fama, Roscoe	PS	Speech Therapy Group	9/1/2022	6/30/2023	12.50x30 GRP WEEKLY
MyOtherSTAuth	Gates, Amelia	PS	Speech Therapy	9/1/2022	6/30/2023	1.00x30 IND WEEKLY
MySTAuth	Gates, Amelia	PS	Speech Therapy	9/1/2022	5/30/2023	2.00x30 IND WEEKLY
	Gates, Flynn	PS	Speech Therapy Group	9/1/2022	6/30/2023	2.00x30 GRP WEEKLY
	HARTMAN, MARC	SA	Speech Therapy	9/1/2022	6/30/2023	2.00x30 IND WEEKLY
	POULOS, LOURI	SA	Speech Therapy	9/1/2022	6/30/2023	1.00x60 IND WEEKLY
	WATSON, RUTH	EI	Speech Therapy	12/13/2022	6/13/2023	2.00x30 GRP WEEKLY

Filtered Report – Preschool Services Only

Authorization In	Child Name	Program Ty	Service Type	Therapy Start Da	Therapy End Da	Frequency
1234567	ABELE, TATIANA	PS	Speech Therapy	9/1/2022	6/30/2023	2.00x30 IND WEEKLY
	Fama, Roscoe	PS	Speech Therapy Group	9/1/2022	6/30/2023	12.50x30 GRP WEEKLY
MyOtherSTAuth	Gates, Amelia	PS	Speech Therapy	9/1/2022	6/30/2023	1.00x30 IND WEEKLY
MySTAuth	Gates, Amelia	PS	Speech Therapy	9/1/2022	5/30/2023	2.00x30 IND WEEKLY
	Gates, Flynn	PS	Speech Therapy Group	9/1/2022	6/30/2023	2.00x30 GRP WEEKLY

DIGITAL ORDER MANAGEMENT FROM CLAIMS

What fills into the Digital Order from CLAIMS?

1. The **Agency Contact Information** (*name, address, phone #*), is pulled from a CLAIMS export. If the agency contact information (address/phone) needs to be updated, you should contact your CRM. (*The agency cannot update this information.*)

Agency Contact Information 1	
Name:	SUPPORT_DEMO
Address:	123 Main Street City, ST 12345
Phone:	555-555-5555

DIGITAL ORDER MANAGEMENT FROM CLAIMS

- The **Order Information** (child's name, service type, time period and diagnoses) are prefilled from the child's enrollment screen in CLAIMS.

Child's Name

Child Information | Guardian Information | Evaluations

Last Name: BARRIOS First Name: GERMANO

Find Child Screen
To
Enrollment Screen

Service Type, Time Period, & Service Delivery

Add/Edit Enrollment Services - Preschool/CPSE - ST

Enrollment Information | Important Dates | Activity

From Date: 08/08/20 To Date: 06/30/21 Discharge: 06/30/21 Original End: 06/30/21 Total Weeks: 43

Service: ST Frequency: 1 Minutes: 45 Frequency Units: WEEKLY

Therapist: COLON, MAGARITA Confirmed: [] Bilingual: [] Default CPT: 90.007 ICD Codes: F80.0, F80.2

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

Information from both screens auto-fill here.

Order Information

Child Name: ABBOTT, CECIL

Service Type: Speech Therapy

Order Dates:
 School Year 7/1/2024 - 6/30/2025
 School Year Session 9/1/2024 - 6/30/2025
 Specific Dates 4/16/2025 6/30/2025

Frequency: As Per IEP
 2.00x30 IND WEEKLY

Diagnosis:

ICD Code	Description
<input checked="" type="checkbox"/> F82	Specific developmental disorder of motor function

To Digital Order Template

DIGITAL ORDER MANAGEMENT FROM CLAIMS

(Continued)

The child's **diagnoses**, ICD code(s), are pulled from the **Child's Enrollment Screen**; however, all of 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 on the Child's Enrollment Screen.

Find Child Screen to Enrollment Screen to Digital Order Template

Diagnosis: **2**

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

Child Information | Guardian Information | Evaluations | Services | Coordination | Attributes

Last Name: BARRIOS First Name: GERMANO MI: DOB: 01-16-2017 Sex: M BOE ID:

Address: 44593 main street City: Oyster Bay State: NY Zip: 11771 Phone Number: 518-393-36

District: OYSTER BAY-EAST NORWICH County: NASSAU STAC ID: School Grade: As Of: MM/DD/YY

Student ID: NYEIS Reference Number: EIP #: Outreach:

Prim Lang: English Bilingual: Referred By: Referral Info: SSN:

Initial Eval: MM/DD/YY Initial Service: MM/DD/YY Current IFSP Date: MM/DD/YY Next Review: MM/DD/YY

EIOD: Had EI Services EIOSC: Case Manager:

Eligibility Status: Status: ACTIVE Ethnicity: Office: Rockland

Classification: Declassification Date: MM/DD/YY

Discharge Date: MM/DD/YY Discharge Reason: Catchment Area:

Medicaid Number: Last Physical: MM/DD/YY Original Enrollment Date: MM/DD/YY Insurance

Medical Alert Activity Log Area Of Concern Transportation Languages Notes Area Preferences Schedule Discharge Notes Confidential

Documents Save Save & New New Reset Find

Added: 12/09/19 02:11 PM chris
Last Modified: 10/23/20 08:58 AM kaithyn

Add/Edit Enrollment: Services - Preschool/CPSE - ST

Enrollment Information | Important Dates

Payor: NASSAU COUNTY PRESCHOOL Program: NASSPS - 9200-RS- 45 (DT_PT_ST,etc) (Nassau PS) - IND, S Case Mgr:

From Date: 09/08/20 To Date: 06/30/21 Discharge: MM/DD/YY 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: 82507 ICD Codes: F80.0, F80.2

Electronic ID: Sess Authorized: 43 Sess Scheduled: 43 Tot Amnt: \$2580 Enrollment Notes:

Office: Rockland Location: CHILD'S HOME All Locations: 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 Teletherapy Authorized

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	

Export OK Cancel

Added: 10/23/20 09:00 AM kaithyn
Last Modified: 10/26/20 04:28 PM kaithyn

DIGITAL ORDER MANAGEMENT FROM CLAIMS (Continued)

- The Speech enrollment that was selected on the **My Cases Screen** will populate to the **Selected Therapies** section of the digital order template.

Enrollment Information | Important Dates | Activity

Payor: [NASSAU COUNTY PRESCHOOL] Program: [NASSCPS - 9200RS- 45 (OT,PT,ST,etc) (Nassau PS) - IND, 1] Case Mgr: []

From Date: [09/01/20] 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]

Therapist: [COLON, MAGARITA] Confirmed: [] Bilingual: [] Default OPT: [02507] ICD Codes: [F80.0, F80.2] Reason: []

Electronic ID: [] Sess Authorized: [43] Sess Scheduled: [43] Tot Amnt \$ [2580] 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: [] Teletherapy Authorized: []

Insurance: [] 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	9/1/2020	6/30/2021	Program	\$45.00	

Added: 10/23/20 09:00 AM kaiten
Last Modified: 10/26/20 04:20 PM kaiten

Export [] OK Cancel

This order applies to these selected therapies:

	Authorization Info	Service Type	Ind/Grp	Start Date	End Date	Frequency
<input type="checkbox"/>		Speech Therapy	IND	09/01/24	06/30/25	2.00x30 WEEKLY

CLAIMS Enrollment Screen to Digital Order Template

DIGITAL ORDER MANAGEMENT FROM CLAIMS (continued)

4. 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 therapist's "Title" is not filled in on the Find Therapist Edit Screen, the therapist's credentials will not accompany their signature on the digital order.**

Edit Therapist Information -

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

Salutation: Last Name: First Name: 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

Clerical Supervisor: Eichner, Sandra Clinical Supervisor:

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

Certification #: Certification Type: Staff ID: 16258 Pay Source Coordinator

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 kbalisteri

Digitally signed by:

MAGARITA COLON

Name:

This therapist's "Title" was not filled in on the Therapist's Screen. As a result, the SLP's credentials do not appear with the digital signature.

Ordering Provider Information

Profession: Speech Therapist

NPI: 1912322454 License Number: 563284

DIGITAL ORDER MANAGEMENT FROM CLAIMS (continued)

*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.

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-MGN, 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 Coordinator Numbers:
Certification #: Certification Type: Staff ID: 16258 Pay Source: Coordinator
License #: License Date: 08-31-2022 ASHA#: Employer ID: Medicaid #:
Availability: As Of: MM/DD/YY Check Back: MM/DD/YY
Send Alert Documents
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 lbalster
OK Cancel

If the information on the **Profession Screen** is not completed and/or current, the SLP will not be able to create the digital order. The “Enter Digital Order” button will be greyed out.

ABA Add

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

↑
↓
Delete

Credential Type
NONE
LICENSE
CERTIFICATION

Credential Value
024865

Credential Start Date
07/23/15

Credential End Date
01/31/21

Update

OK Clear Cancel

DIGITAL ORDER MANAGEMENT FROM CLAIMS (continued)

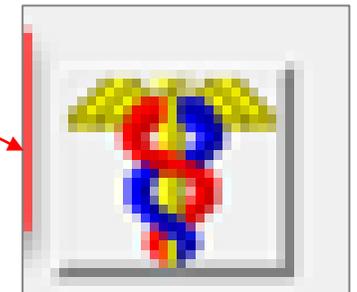
If your SLPs are not entered into the “Professions Screen,” they will not be able to create the digital order. When the SLP tries to create the **Digital Order**, the “**Enter Digital Order**” button will be greyed out and the SLP will not be able to proceed. How do you enter the SLP’s Profession Information? On the Find Therapist Screen, click the Professions Icon that is located to the right of the Profession field (as shown below).

The screenshot shows the 'Edit Therapist Information' window with the following fields and values:

- 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: [checked] Start Date: [12-13-2017] Termination Date: [MM/DD/YY] Profession: [ST]
- Clerical Supervisor: [Eichner, Sandra] Clinical Supervisor: []
- 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]

Buttons at the bottom: Activity Log, Notes, Save, Save & New, New, Reset, Find, Send Alert, Documents, Secure File Transfer, OK, Cancel.

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



DIGITAL ORDER MANAGEMENT FROM CLAIMS (continued)

To add the SLP's profession, select Speech Therapy using the drop-down arrow and click the “**Add**” button. CLAIMS will ask you, “**Would you like to fill in the credential information for the therapist?**” Click **YES**.

The screenshot shows a software window titled "ARASHDEEP BOMBARA's Profession(s)". At the top, there is a dropdown menu with "SP" selected and an "Add" button highlighted with a red box. Below this is a table with two columns: "Profession Code" and "Therapist Profession". The first row contains "OTA" and "Licensed Occupational Therapist". A dialog box titled "AutoFill Credential Info" is overlaid on the table, asking "Would you like to fill in credential information from the Therapist?". The "Yes" button in this dialog is also highlighted with a red box. To the right of the main window, there are fields for "Credential Type" (set to "NONE"), "Credential Value", "Credential Start Date" (set to "11/16/20"), and "Credential End Date" (set to "11/16/20"). There are "Delete" and "Update" buttons on the right side.

Profession Code	Therapist Profession
OTA	Licensed Occupational Therapist

AutoFill Credential Info

Would you like to fill in credential information from the Therapist?

Yes No Cancel

ARASHDEEP BOMBARA's Profession(s)

SP Add

Delete

Update

Credential Type: NONE
Credential Value:
Credential Start Date: 11/16/20
Credential End Date: 11/16/20

OK Clear Cancel

DIGITAL ORDER MANAGEMENT FROM CLAIMS (continued)

After the profession of Speech has been successfully added:

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

Select Credential Type (License)

Enter License #

Enter Credential Start Date

Enter Credential End Date

2. Click Update

3. Click OK

**After the credential information has been completed, you will need to “Export Therapists.”*

Profession Code	Therapist Profession	SED Title Co...	SED Title Description
NTA	Licensed Occupational Therapist Assi	337	Therapy Assistant
SP	Speech-Certified	335	Speech Therapist

ARASHDEEP BOMBARA's Profession(s)

SP Add

Delete

Credential Type: NONE, LICENSE, CERTIFICATION

Credential Value: 216542-1

Credential Start Date: / /

Credential End Date: 05/31/22

OK Clear Cancel Update

DIGITAL ORDER MAINTENANCE FROM CLAIMS

- Agency Address/Phone Number:** Needs to be hard coded by McGuinness technical staff.
- Find Child:** Enter all ICD Codes for the child
- Enrollment Screen:** Select the appropriate ICD Code(s) for each enrollment.
- Find Therapist:** Make sure the following fields are populated:
 - Title
 - NPI & License (which are entered from the Profession Screen)
 - Profession Screen

(Credential Information: Credential Type, License #, First License Date, Licensed Through Date)
- Reports Screen (CLAIMS)** (Service Enrollments Missing Prescription)
- EnterClaims Menu** (Import Digital Orders & Export Therapists)

PRESCRIPTION MANAGEMENT – FIND CHILD

If the SLP uses the Digital Order in EnterClaims, your office staff will **not** have to enter the speech scripts manually into CLAIMS on the Enrollment Prescription Screen. The script information (*that is now entered manually on the Prescription Screen for Speech Therapy*) will be sent electronically to CLAIMS during the Digital Order Import from EnterClaims.

The screenshot displays the software interface for managing child services. The main window is titled "Child Information, Guardian Information, Enrollments, Coordination and Medical" and has several tabs: "Child Information", "Guardian Information", "Evaluations", "Services" (highlighted with a red box), "Coordination", and "Attributes".

Under the "Services" tab, there is a table for "Current Therapists":

Program Type	Program Name	From Date	To Date	Di
SA	Group (of 2) Therapy 30 (S	9/6/2017	6/22/2018	
SA	Group (of 2) Therapy 30 (S	3/6/2017	6/23/2017	

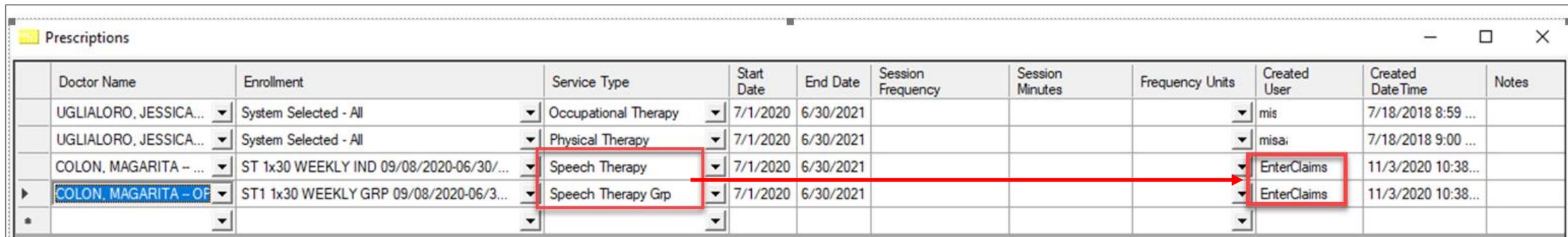
Below the table are controls for "Program Type", "Custom Grid", "Add", "Edit", "Delete", "Show Only Current Enrollments", "Link Share", "Total Allowable Visits Per Day", and "Status Filter" (with options: ACTIVE, REFERRAL, INACTIVE). A "Prescriptions" button is also visible and highlighted with a red box.

A separate window titled "Prescriptions" is open, showing a table with columns: "Doctor Name", "Enrollment", "Service Type", "Start Date", "End Date", "Session Frequency", and "Sess Minut". The "Service Type" dropdown is set to "Speech Therapy". A red arrow points from the "Prescriptions" button in the main window to the "Service Type" dropdown in the "Prescriptions" window.

On the right side of the screenshot, there is a yellow box with the text: "Find Child>Services>Prescriptions".

PRESCRIPTION MANAGEMENT IN CLAIMS

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.



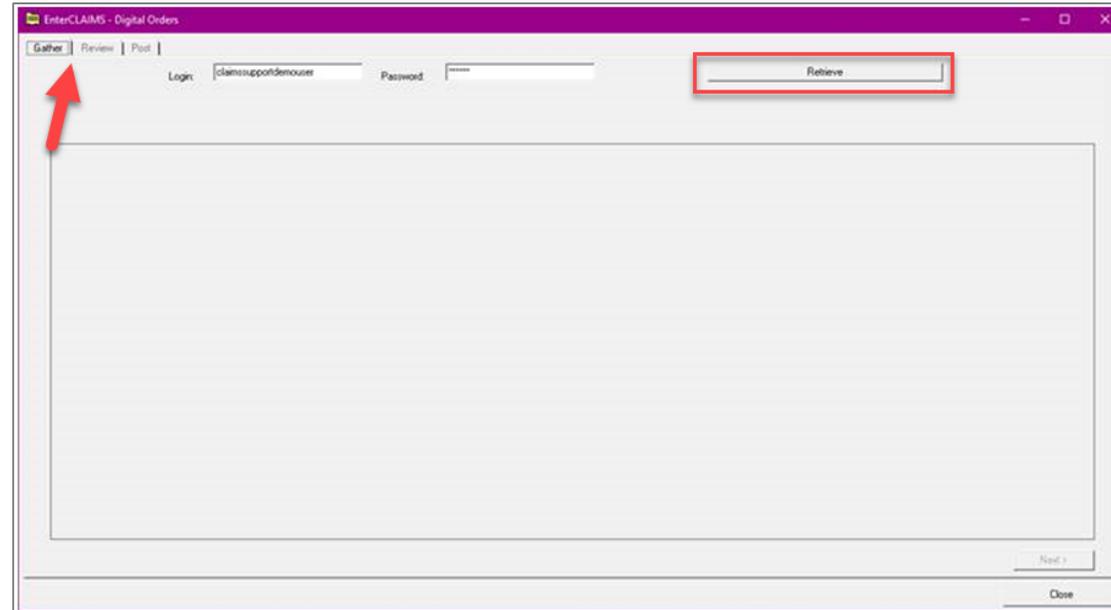
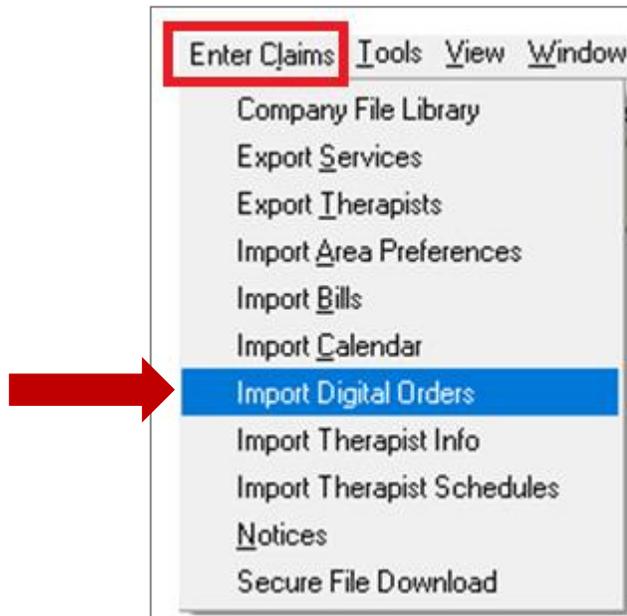
Doctor Name	Enrollment	Service Type	Start Date	End Date	Session Frequency	Session Minutes	Frequency Units	Created User	Created DateTime	Notes
UGLIALORO, JESSICA...	System Selected - All	Occupational Therapy	7/1/2020	6/30/2021				mis	7/18/2018 8:59 ...	
UGLIALORO, JESSICA...	System Selected - All	Physical Therapy	7/1/2020	6/30/2021				misa:	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 Grp	7/1/2020	6/30/2021				EnterClaims	11/3/2020 10:38...	

DIGITAL ORDER MANAGEMENT FROM CLAIMS (Continued)

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).



LIVE DEMONSTRATION

The EnterClaims Training Database will be used to show you a live demonstration from the Agency EnterClaims Login.

- *What digital orders were sent to the Portal?*
- *What digital orders were sent to CLAIMS?*
- *How to “VIEW” the digital order.*
- *How to export the digital order to the Portal.*
- *How to view “Completed” and “Missing” digital orders*

QUESTIONS?

Are there any questions about the...

- Digital Order Management from EnterClaims
- Digital Order Management from CLAIMS

FOLLOW-UP

Medicaid References:

- **Medicaid Provider Policy & Billing Handbook** - <http://www.oms.nysed.gov/medicaid/handbook>
- **Questions & Answers** - http://www.oms.nysed.gov/medicaid/q_and_a/q_and_a_combined_revised_12_9_16.pdf

- If the agency needs assistance with the EnterClaims Digital Speech Order process, please contact your CLAIMS/ENTERCLAIMS Client Relationship Manager.
- If the SLP needs assistance with the EnterClaims Digital Order process, please contact the appropriate person in your agency. The agency will contact McGuinness to troubleshoot the issue and the agency will report the resolution to the SLP.
- If you have any questions regarding Medicaid compliance, please contact Deborah Frank Medicaid@cpseportal.com.

THANK YOU!

I want to thank everyone for taking the time to attend this presentation.

I hope you found the content helpful.

Deborah Frank