

KNOWLEDGE BASE ARTICLES

GENERATE PRESCRIPTIONS:

- * **Link to Knowledge Base article on how to Generate Prescriptions:**
[*https://support.cpseportal.com/kb/a873/generating-prescriptions-billing-admins.aspx*](https://support.cpseportal.com/kb/a873/generating-prescriptions-billing-admins.aspx)
- * **Link to New OT/PT Prescription Template:**
[*https://support.cpseportal.com/kb/a347/medicaid-compliant-ot-pt-prescription-template.aspx?KBSearchID=44979*](https://support.cpseportal.com/kb/a347/medicaid-compliant-ot-pt-prescription-template.aspx?KBSearchID=44979)
- * **Link to New Multi-Discipline Prescription Template:**
[*https://support.cpseportal.com/kb/a266/medicaid-compliant-multi-discipline-prescription-template.aspx?KBSearchID=44979*](https://support.cpseportal.com/kb/a266/medicaid-compliant-multi-discipline-prescription-template.aspx?KBSearchID=44979)

UNMATCHED CHILDREN & UNMATCHED ENROLLMENTS:

- * **Entering Unmatched Children and Unmatched Enrollments:**
[*https://support.cpseportal.com/kb/a71/entering-unmatched-children-and-unmatched-enrollments.aspx?KBSearchID=43182*](https://support.cpseportal.com/kb/a71/entering-unmatched-children-and-unmatched-enrollments.aspx?KBSearchID=43182)
- * **Entering Unmatched CBRS Enrollments:**
[*https://support.cpseportal.com/kb/a254/entering-unmatched-cbrs-enrollments.aspx?KBSearchID=43182*](https://support.cpseportal.com/kb/a254/entering-unmatched-cbrs-enrollments.aspx?KBSearchID=43182)
- * **Editing an Unmatched Child:**
[*https://support.cpseportal.com/kb/a124/editing-an-unmatched-child.aspx?KBSearchID=43182*](https://support.cpseportal.com/kb/a124/editing-an-unmatched-child.aspx?KBSearchID=43182)
- * **View Unmatched Enrollments:**
[*https://support.cpseportal.com/kb/a184/view-unmatched-enrollments.aspx?KBSearchID=43182*](https://support.cpseportal.com/kb/a184/view-unmatched-enrollments.aspx?KBSearchID=43182)
- * **Entering Unmatched Children and Unmatched Enrollments:**
[*https://support.cpseportal.com/kb/a71/entering-unmatched-children-and-unmatched-enrollments.aspx?KBSearchID=43182*](https://support.cpseportal.com/kb/a71/entering-unmatched-children-and-unmatched-enrollments.aspx?KBSearchID=43182)
- * **Entering Unmatched CBRS Enrollments:**
[*https://support.cpseportal.com/kb/a254/entering-unmatched-cbrs-enrollments.aspx?KBSearchID=43182*](https://support.cpseportal.com/kb/a254/entering-unmatched-cbrs-enrollments.aspx?KBSearchID=43182)

* **Editing an Unmatched Child:**

<https://support.cpseportal.com/kb/a124/editing-an-unmatched-child.aspx?KBSearchID=43182>

* **View Unmatched Enrollments:**

<https://support.cpseportal.com/kb/a184/view-unmatched-enrollments.aspx?KBSearchID=43182>

* **Matching Unmatched Children:**

<https://support.cpseportal.com/kb/a175/matching-unmatched-children.aspx?KBSearchID=43182>

* **Matching Unmatched Enrollments:**

<https://support.cpseportal.com/kb/a433/matching-unmatched-enrollments.aspx?KBSearchID=43182>

* **Editing an Unmatched Child:**

<https://support.cpseportal.com/kb/a124/editing-an-unmatched-child.aspx?KBSearchID=43182>

ITEMS NOT READY TO BE BILLED REPORT:

* **How to Move Attendances Between Enrollments:**

<http://support.cpseportal.com/kb/a444/how-to-move-attendances-between-enrollments.aspx?KBSearchID=23237>

CREDENTIAL VERIFICATION:

* **Credential Verification for Agencies:**

<https://support.cpseportal.com/kb/a149/credential-verification-agencies.aspx>

* **Updating Credentials – for both the therapist and the agency:**

<https://support.cpseportal.com/kb/a340/updating-credentials.aspx>

CREATING A CLASSROOM SCHEDULE:

* **Creating a Classroom Schedule for the School:**

<http://support.cpseportal.com/kb/a228/creating-a-schedule-for-the-school.aspx?KBSearchID=35487>

SUPERVISION:

* **Supervision Billing Errors:**

<https://support.cpseportal.com/kb/a473/supervision-billing-errors.aspx>

- * **Supervision Plans (UDO/Pre-License):**

[*https://support.cpseportal.com/kb/a443/supervision-plans-udo-pre-license.aspx*](https://support.cpseportal.com/kb/a443/supervision-plans-udo-pre-license.aspx)

- * **Supervision Quick Reference Guide:**

[*https://support.cpseportal.com/kb/a458/supervision-quick-reference-guide_.aspx*](https://support.cpseportal.com/kb/a458/supervision-quick-reference-guide_.aspx)

- * **Supervision Webinar:**

[*https://support.cpseportal.com/kb/a712/02-supervision.aspx*](https://support.cpseportal.com/kb/a712/02-supervision.aspx)

DEFAULTS:

- * **Setting Up Defaults for Therapist's Caseload:**

[*https://support.cpseportal.com/kb/a243/setting-up-defaults-in-your-caseload.aspx*](https://support.cpseportal.com/kb/a243/setting-up-defaults-in-your-caseload.aspx)

SUBMITTING VOUCHER ERRORS FOR BILLING ADMINS GUIDE:

- * **LINK to Guide:**

[*https://support.cpseportal.com/kb/a751/submitting-voucher-errors-for-billing-admins-guide.aspx?KBSearchID=45191*](https://support.cpseportal.com/kb/a751/submitting-voucher-errors-for-billing-admins-guide.aspx?KBSearchID=45191)