

**REMEMBER: ENTERCLAIMS DOCUMENTATION AND BILLING IS
A STEP-BY- STEP PROCESS**

Step 1- **Enter Attendance**

- Check that attendances are entered under the correct child/enrollment and according to the mandate
- Confirm Time/Date/Attendance Code are accurate and SAVE attendance

Step 2- **Obtain Parent/Guardian Signature**

- Obtain through EnterCLAIMS on your device OR through Parent Portal
- Choose Parent/Guardian name or Other from drop-down menu before signing

Step 3- **Provider Complete Session Note Details & Enter PIN to Sign**

- Ensure CPT codes are entered and are accurate
- Add Goals (where appropriate) and that all responses/boxes are completed as necessary
- Enter PIN as digital signature once complete to be able to add to bill

Step 4- **Create & Submit Bill**

- Confirm attendance is entered for each mandate
- Ensure both Provided AND Cancelled sessions are included on bill

Step 5- **Securely Email Bill to billing@aaakcares.com**

- Follow your region/program procedures to complete all necessary steps

These steps must be done in order. Completion of each step moves the process forward.

The **documentation** process includes entering attendances and completing daily session notes. **Creating and submitting your bill** allows AAK to access your session notes not only for billing purposes *but also for compliance and audit purposes*. Without this step AAK cannot see or retrieve your notes.

Each step must be completed and requires verification before saving, signing or creating a bill to avoid errors and returned bills. Do not forget to click "Update" or "Save" whenever possible to ensure you don't lose your work.