

Obtaining Online Parent/Guardian Signatures in EnterClaims on a Device

Instructions:

Service providers are required to obtain a signature after every session to confirm their service was delivered in accordance with the mandate, as well as to prevent fraud. The Parent/Guardian signature confirms that the date, start time and end time of the session is accurate.

Parental/Guardian signatures **MUST** be obtained online/electronically on your phone or tablet for In-Person Services. Parent/guardian signatures must be obtained contemporaneously (as close to the end of the session as possible) and **BEFORE** your bill is submitted.

To obtain parent/guardian signatures on a device, you must use one of the following ways to access the single attendance screen.

1) Obtaining signatures through My Day - Single Attendance

Session date must first be entered into EnterClaims weekly attendance calendar on the date and time of the scheduled session or previously filled from schedule.

1. Go to “My Day” under the Home tab
2. On the “My Day” screen click on “Today’s Schedule”
3. Enter the Date of the session that you want and click “Retrieve”
4. Once the child name appears, click on “Attendance”
5. Choose the correct Attendance Code for your session. (P, P-NOGS, CA, TA, MU etc).
6. Confirm the date and time is accurate or make any adjustments.
7. Scroll to bottom and click on “Guardian Signature” to open.
8. Have the Guardian Sign with finger or stylus and indicate from drop down the name of the person signing.
9. Make sure to **SAVE** after obtaining the Guardian Signature. You may need to click off warnings. Be sure to confirm “Attendance was saved successfully”.

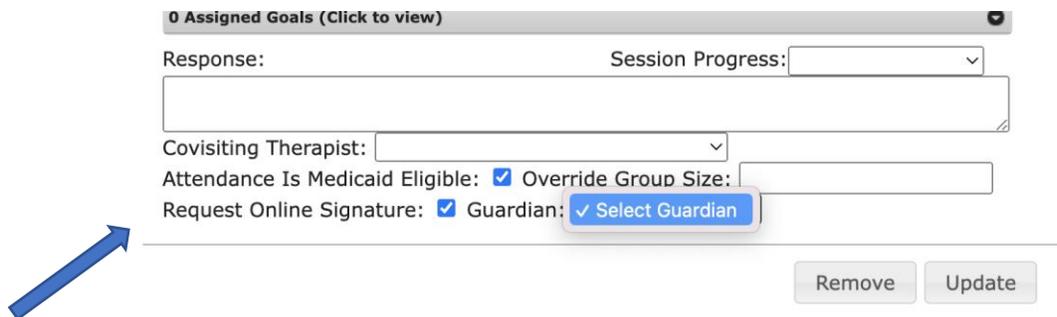
Service Date: 08/31/2015
Start: 04:15 PM End: 04:45 PM
Attendance Code: P
Makeup For: [dropdown]
Session Details (click to show)
Guardian Signature (click to hide)
J Doe
RESET
Save Delete

2) Obtaining signatures through My Cases - Single Attendance

Your therapist preferences for Home Screen Attendance must be set to “Single Attendance Screen” to use this method.

Session date must first be entered into EnterClaims weekly attendance calendar on the date and time of the scheduled session or previously filled from schedule.

1. Go to “My Cases” under the Home tab
2. Click on the “Attendance” button to the right of the child’s name
3. Choose the correct Attendance Code for your session. (P, P-NOGS, CA, TA, MU etc).
4. Confirm the date and time is accurate or make any adjustments.
5. Scroll to bottom and click on “Guardian Signature”
6. Have the Guardian Sign with finger or stylus and indicate from drop down the name of the person signing.
7. Make sure to SAVE after obtaining the Guardian Signature. You may need to click off warnings. Be sure to confirm “Attendance was saved successfully”.



0 Assigned Goals (Click to view)

Response: Session Progress:

Covisiting Therapist:

Attendance Is Medicaid Eligible: Override Group Size:

Request Online Signature: Guardian:

*****IMPORTANT**Once the parent/guardian signature is saved, any change of attendance code, date and time will delete the signature and require you to obtain a new signature.**