

Parent/Guardian EnterClaims Portal Instructions- Creating an Account, Signing Consent and Signing Attendances in EnterClaims

Instructions: Your service provider is 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. Your signature confirms that the date, start time and end time of the session is accurate. Parent/guardian signatures must be obtained contemporaneously (as close to the end of the session as possible). Don't hesitate to discuss any date or time discrepancies with your provider and/or All About Kids.

Step 1 - Guardian will create and confirm their account

Step 2 - Guardian will Sign the Consent to Submit Online Signatures

Step 3 - Guardian will log in and sign for the requested attendances

Step I: Create and Confirm Parent/Guardian Account

- Go to <https://www.enterclaims.com>
- Click on "Don't have a username and password"

The screenshot shows the EnterClaims login interface. At the top left is the logo for JAMES McGUINNESS & ASSOCIATES INC. Consultants. To the right is the text 'EnterCLAIMS'. Below this is a navigation bar with buttons for Home, Provider Info, Maintenance, Reports, and Exit. The main content area has a 'User Name:' label followed by an input field, a 'Password:' label followed by an input field, and a 'Login' button. Below the login fields, the text 'Don't have a username and password? Click here first' is highlighted with a red box. Below this, there are two lines of text: '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.'

- The Parent/Guardian ***will receive an email*** directing to the EnterClaims signup screen to begin setting up their account. Check Spam/Junk folder if you do not receive the email. You can also "Click here" if you do not receive the activation email.

- The Parent/Guardian needs to enter the information on the account creation screen to create their account.

The screenshot shows the 'EnterCLAIMS' account creation page. At the top left is the logo for JAMES McGUINNESS & ASSOCIATES INC. Consultants. To the right of the logo is the text 'EnterCLAIMS'. Below the logo and text is a navigation menu with five buttons: 'Home', 'Provider Info', 'Maintenance', 'Reports', and 'Exit'. The main form area contains the following fields and labels:

- First Name: [text input box]
- Last Name: [text input box]
- Email Address: [text input box]
- Choose a username: [text input box] (4-30 characters)
- Choose a password: [text input box] (4-30 characters)
- Re-enter password: [text input box]

 At the bottom of the form is a 'Create Account' button.

- ** The Parent/Guardian **MUST use the email address that is on file with All About Kids**
- The Parent/Guardian will receive a confirmation email with a **confirmation code**.
- The Parent/**Guardian MUST then confirm their account** by clicking the link on the email received, or by going to the second option on the EnterClaims website "If you have received an activation email from us, click here to activate your account".

The screenshot shows the 'EnterCLAIMS' login page. At the top left is the logo for JAMES McGUINNESS & ASSOCIATES INC. Consultants. To the right of the logo is the text 'EnterCLAIMS'. Below the logo and text are two text input boxes: 'User Name:' and 'Password:'. To the right of the 'Password:' box is a 'Login' button. Below the login fields 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.
- If you have signed up for an account but did not receive an activation email, click here to resend it.

 At the bottom right of the page is the copyright notice: 'Copyright 2005-2020 © James McGuinness and Associates'.

- The Guardian will then be prompted to enter their username and the Confirmation code that was received to complete their account set up.

The screenshot shows the account activation form. It contains two text input boxes: 'Username:' and 'Confirmation Code:'. Below the 'Confirmation Code:' box is an 'Activate Account' button.

Step 2- Complete Online Signature Consent

- After the account has been created and confirmed, the Parent/Guardian will log in with the username and password they chose and will be brought to the Parent/Guardian Home screen.



Guardian Home

Information
To submit online signatures for a therapy, you must first sign the consent form listed in the table to the left. Attendances awaiting signatures will then appear in the table below.

Consent Forms
Child Name
QUINN, EDMUND

Start Date End Date Company
4/11/2020 10/10/2020 CLAIMS Dev

Attendances to Sign
Select Child

Child:
Child Name Service Date Therapist Name Service Description Requested Date Requested Date

Child Name	Service Date	Therapist Name	Service Description	Requested Date	Requested Date	Action
MENTZINGER, SELA	7/21/2020	VILLON, SANUNU	20.00x15 TOTAL COOR	7/21/2020	7/21/2020	Sign Attendance
IMENTZINGER, SELA	7/22/2020	VILLON, SANUNU		7/22/2020	7/22/2020	Sign Attendance
IMENTZINGER, SELA	7/27/2020	VILLON, SANUNU		7/29/2020	7/29/2020	Sign Attendance
	7/29/2020	VILLON, SANUNU		7/29/2020	7/29/2020	Sign Attendance
IMENTZINGER, SELA	8/3/2020	VILLON, SANUNU		8/3/2020	8/3/2020	Sign Attendance

Copyright 2005-2020 @ James McGinness and Associates
For help using the site click here.

- On this screen there will be a "Consent Forms" notice at the top of the box. The Parent/Guardian will be required to select the "Sign Consent" button as a onetime consent per enrollment, to authorize your signature.

Sign Consent

- The Guardian must check off the box to consent to the signature being collected online. The Services provided via Teletherapy is optional. They will then sign in the box and press the Sign Button and the Consent will be signed for the authorization.

Step 3 - Sign Attendance

Once the Guardian has completed the "Sign Consent" step, they'll be able to sign online for an attendance.

- On the Guardian Home screen, they will see any attendances that are awaiting an online signature. There will be a "Sign Attendance" button off to the right-hand side on an enrollment line.



Guardian Home

Information **Consent Forms**

To submit online signatures for a therapy, you must first Child Name Service Description Start Date End Date Company sign the consent form listed in the table to the left. QUINN, EDMUND 20.00x15 TOTAL COOR 4/11/2020 10/10/2020 CLAIMS Dev Attendances awaiting signatures will then appear in the table below.

Attendances to Sign

Child: From: To:

Child Name	Service Date	Service Date	Therapist Name	Requested Date		
Requested Date					Sign Attendance	
MENTZINGER, SELA	7/21/2020		VILLON, SANUNU	7/21/2020	Sign Attendance	
MENTZINGER, SELA	7/22/2020	VILLON, SANUNU	7/22/2020 MENTZINGER, SELA	7/27/2020 VILLON, SANUNU	7/29/2020	Sign Attendance I
MENTZINGER, SELA	7/29/2020		VILLON, SANUNU	7/29/2020	Sign Attendance	
MENTZINGER, SELA	8/3/2020		VILLON, SANUNU	8/3/2020	Sign Attendance I	

Copyright 2005-2020 @ James McGuinness and Associates
For help using the site click here.

* * Note that the Guardian will not be able to view their pending signature requests until they have signed the consent for the Therapy.

- Clicking the "Sign Attendance" button will bring up the below screen which displays identifying information about the Attendance in question.

Sign Attendance

Child: MENTZINGER, SELA
 Therapist: VILLON, SANIJNIJ
 Description: 2x30 WEEKLY SPED
 Authorization # : 8300216
 Service Date: 7/29/2020

Start Time: 4:00 PM
 End Time: 4:30 PM

I certify that the session took place as described above.

- The Guardian will sign in the box, press "sign" and the request to sign the attendance will be removed from their Guardian Home screen.
- Verify with your Provider that the signature was received.