PCG Education
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1. Entering Specific Nursing License Type

ALL Nurses who are designated as Related Service Providers **MUST** be identified as either a Registered Nurse (RN) or Licensed Practical Nurse (LPN) for billing purposes. In order to accommodate this requirement:

- Search for the User, click their name to go to the "Edit User Information for ____" screen.
- Scroll down to the "Service Certifications" table.
- Click the "View" button to the right of either "EI-Nursing" or "Nursing" (whichever is appropriate for this user's situation).

PLEASE NOTE: this will also need to be completed for any Nursing Evaluation Related Services that may pertain to this user.

- If there are no Certifications on record, press the "Add Certification" button. If a valid cert exists, simply choose the option that pertains to this user in the "Certification Type" drop-down box (see below).

- Enter the Nurse's license number in the "Certified By" field and select either "Registered Nurse" or "Licensed Practical Nurse" from the "Certification Type" drop down box, as well as the Begin AND End Date of that license, then press the "Add Certification" button to save your update.

PLEASE NOTE: a certification is NOT valid unless BOTH the "Begin Date" and "End Date" fields are populated.

2. New Doctor Authorization History Record

As you know, the Doctor Authorization record within EasyTrac did not have a history function, which would allow you to enter new dates while retaining previous dates that authorized previous services in previous IEPs. You had to create a *separate* Related Service record in order to capture an updated/backdated (ie., new or old) Doctor Authorization date range in order to meet compliance requirements during the billing process.

We have recently implemented a system enhancement that adds a history function to the Doctor Authorization feature of the Student Record, thus, eliminating the need for the above work-around.

Going forward, EasyTrac will maintain a history list for multiple doctor authorizations for each of your students' Related Services.

a. First, please familiarize yourself with the new Related Services Details display, below:

- **NEW FIELD** – "Days Provided" - Non required field – Check the box or boxes that correspond to the days of the week that this student will receive this particular service.
- **NEW BUTTON** – "Update Doctor Authorization" – when clicked, this will display the History table for this Related Service.
- Doctor Authorization Start Date and End Date fields – These fields will display any CURRENT Doctor Authorization. If the "End Date" is in the past (ie – current date is greater than End Date), that specific Doctor Authorization WILL NOT DISPLAY on this screen.

b. TO ENTER A NEW DOCTOR AUTHORIZATION, click the "Update Doctor Authorization" button

- In the example below, please notice that any PREVIOUS Doctor Authorizations will display in the "Existing Doctor Authorization Records" table.
- Enter the new Doctor Authorization "Start Date" and "End Date" in the appropriate fields and click "Add Doctor Authorization".

- Once the "Add Doctor Authorization" button is clicked, the new Doctor Authorization will display in the History table below.

- Since the Doctor Authorization Date Range that was just entered is a CURRENT DocAuth, it will also display on the Related Services Detail Screen, below:

3. **Updating One Time Parental Consent**

   Parental Consent is REQUIRED for Medicaid claiming. Services will not be submitted for reimbursement without this field being populated.

   - Click on the 'Students' tab at the top of the *Main Menu* screen
   - Search for the student
   - Click on a student's name
   - Scroll to the bottom of the page to *Parental Consent to bill for Medicaid Services.*

   - Enter the *Signature Date* and press the "Update the Database" button, this will take you to the CONFIRMATION PAGE where you will designate the type of consent given.

   - Please ensure that you check the checkbox to the left of "Medicaid Consent Signature Date"

   - Select the appropriate "Yes One Time" or "No One Time" from the "Consent" drop down box

   - For "Yes One Time" ONLY the "Medicaid Consent Begin Date" field needs to be populated.

   - For "No One Time", no date fields are required

   - Click the "Update the Database" button

PLEASE NOTE: *If a parent rescinds their consent for Medicaid billing at any time, you must update the "Parental Consent to bill for Medicaid Services" with the date the parent refused to give consent; this will prevent Medicaid billing from occurring for services after that date. Once "No One Time" is selected on the confirmation screen, the date fields will not display, the Signature Date will be recorded (on the History table) as the date that the parent rescinded their consent.*
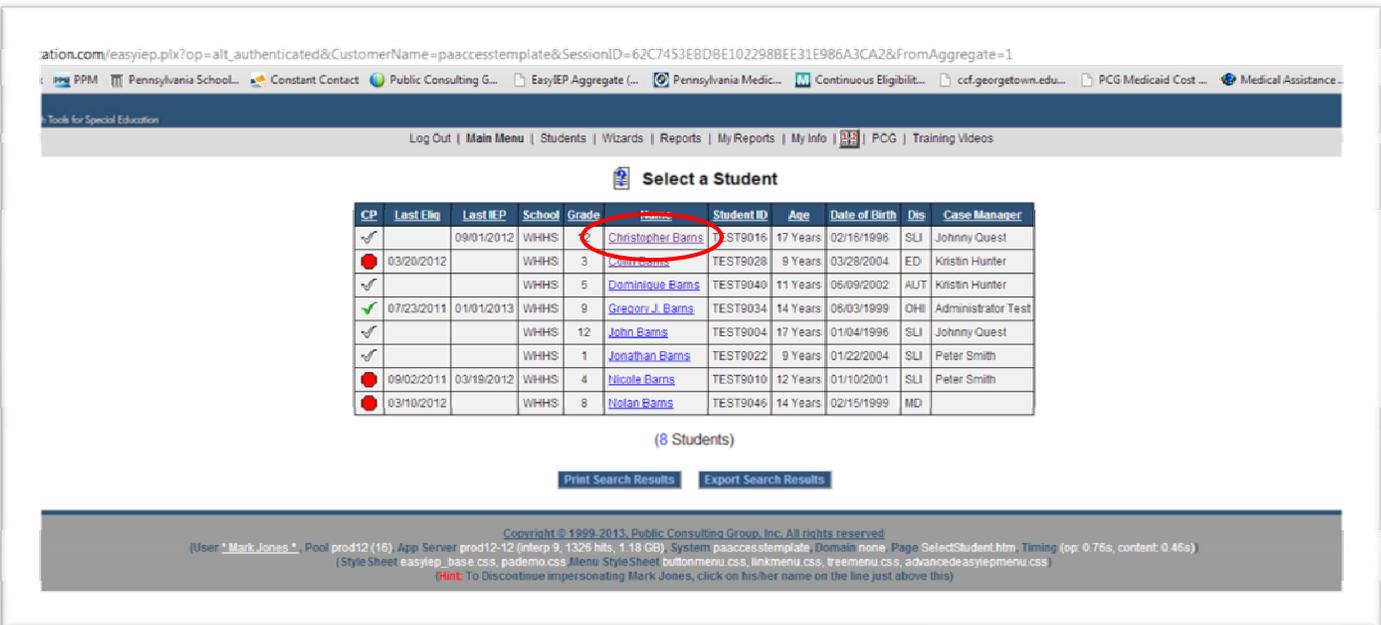
4. **Edit Service Log Comments**

Service Logs will now have a feature to edit the Comments Section.

- To view a log requiring the edit of a comment section, first Search for the student:
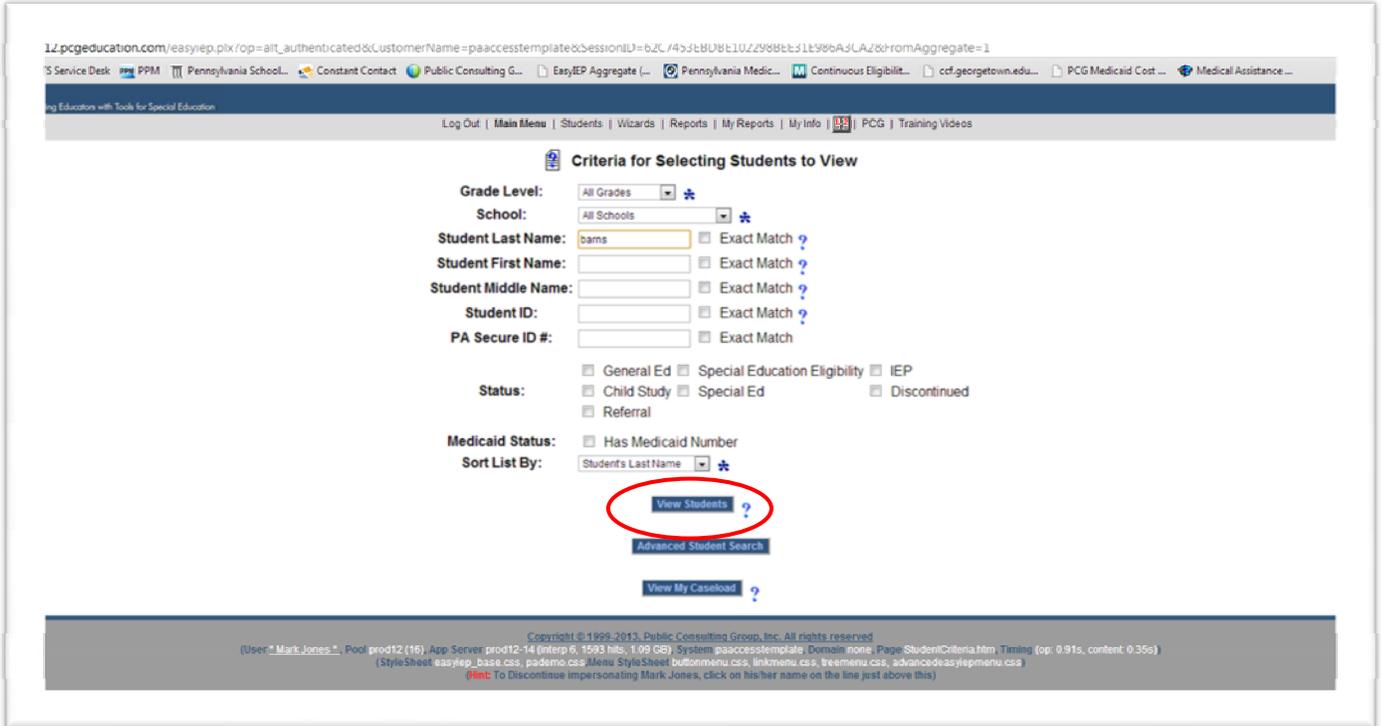
- Click on their name to view the students Personal Information Page:

- Click "Related Services" from the menu options:

- Choose "Details" box next to the service area where the log is located:

- Indicate the date range of the log to be edited and then click "View Service Log"

- Logs that are pending approval or are already approved within the time frame indicated will appear. Select the "Details" button on the right side of the log which needs to be edited:

- Edit the comments section to correct any information. Then select "Update Service Log":

- You will not be redirected from this page once you click "Update Service Log". You can check the information has updated by going back to the "Related Services" page and following the steps again.

PLEASE NOTE:

- ACCESS Coordinators can only use this feature if they are On Behalf Of the provider.
- ONLY the Related Service Provider whose name is on the log or someone acting On Behalf Of that provider can use this feature. Related Service Providers cannot alter logs of other providers.
- This function CANNOT be accessed from the Logging Wizard for either provider type.
- If a log requires other data to be edited (ie. Date, Type, Duration of Service, etc.), the log would need to be requested for deletion and reentered with the correct information.