



PPSM

Fee-for-Service

“Super User” Instructions

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PPSM – Fee-for-Service – Web Entry Guide

This is a basic “How To” guide for the Fee-for-Service Web program that will explain, step-by-step, how to complete your on-line Medicaid Billing.

Please call your Billing Specialist toll free at 1-877-686-2070 if you need additional assistance.

To Log On:


1. Click on your **internet browser**.
2. Enter the website address into your browser’s address bar (not into the Yahoo or Google search engine): www.ppsm.net
3. Click on Fee-for-Service on the left side. Then click link titled “WEB SERVICE ENTRY LOGIN”.

Important

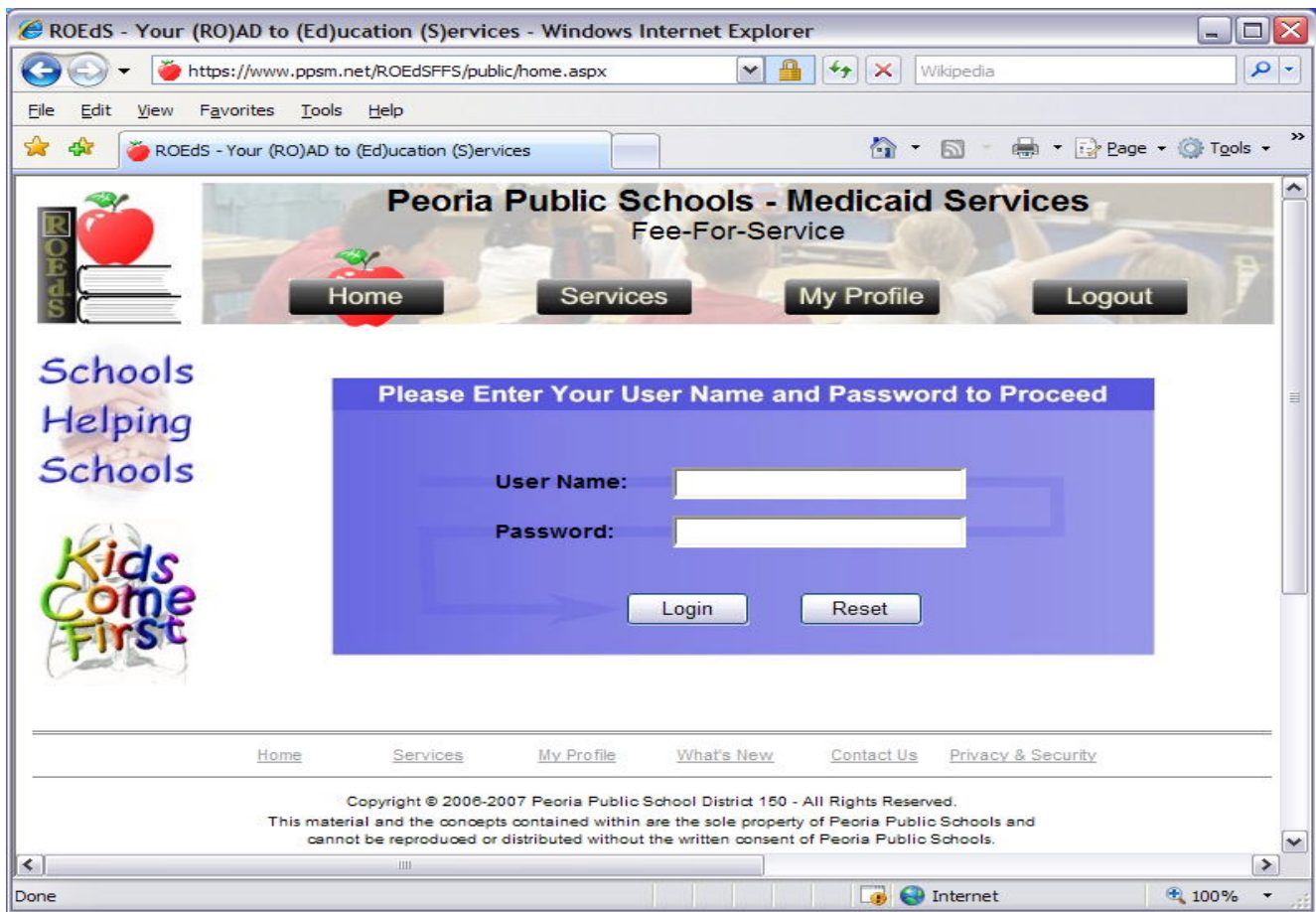
You will be “kicked out” of the Fee-for-Service Web Program if:

1. Your computer is idle for One (1) Hour

or

2. You close your Browser (i.e. click on the  in the upper right corner, File – Close, etc.)

**** Any entries made prior to these actions that were **not** saved will be lost and will need to be re-entered****

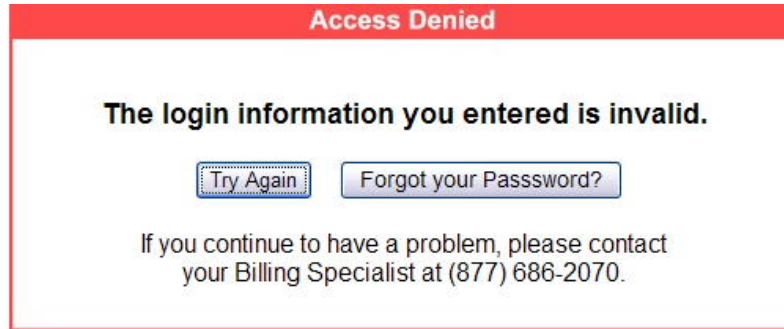



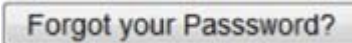
Login

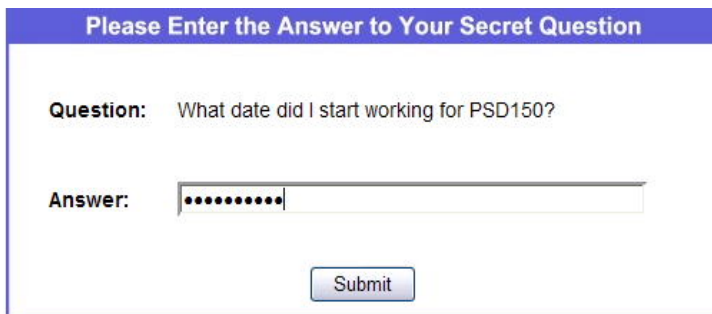
1. Enter your **User Name** and **Password**.
 - a. Your User Name (lower case) will be your first initial and last name unless advised differently by your Billing Specialist.
 - b. Your initial password is the word password (lower case).
 - c. Forgot your User Name? Contact your Billing Specialist at 1-877-686-2070.

2. Click **Login**.
 - a. The initial time you login, you will be prompted to enter and confirm your own personal password (password must be at least 4 characters – letters, numbers, or combination of both).

3. Invalid User Name or Password.



- a. Click  to re-enter information.
- b. Forget your Password? Click on  .
 1. If you enter a valid User Name and an invalid Password and have set-up your Question/Answer on My Profile page (see page 13 for set-up instructions), you will get the Question/Answer screen below. Answer the question, click Submit, and you will be prompted to Enter and Confirm a new password.



The image shows a form with a blue header that says "Please Enter the Answer to Your Secret Question". Below the header, there is a "Question:" label followed by the text "What date did I start working for PSD150?". Underneath is an "Answer:" label followed by a text input field containing several black dots. At the bottom right of the form is a "Submit" button.

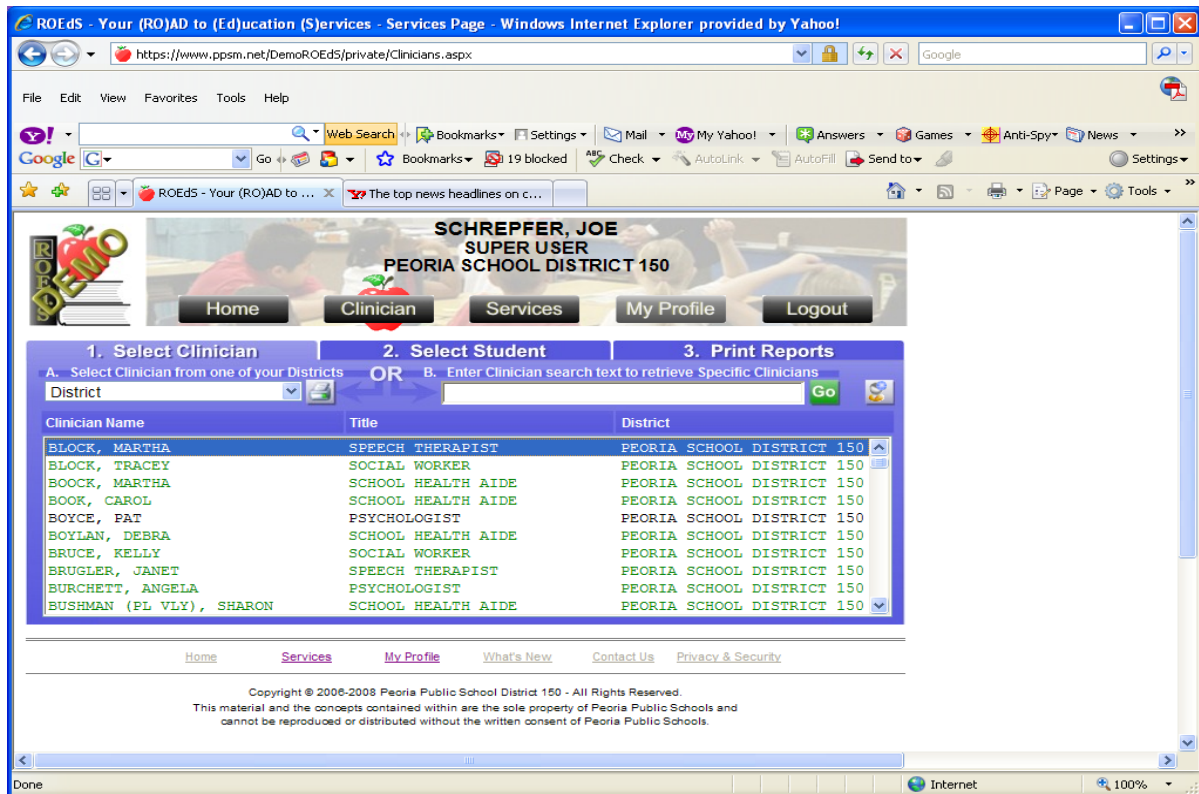


The image shows a form with a green header that says "Please Enter a New Password". Below the header, there are two text input fields. The first is labeled "Password:" and the second is labeled "Confirm:". At the bottom right of the form is a "Submit" button.


2. If an invalid User Name is entered or no Question/Answer set-up is done on My Profile page, a password tip will appear. Click OK, and you will return to the Login page.



1. SELECT CLINICIAN



Clinician Listing

1. Color code for Clinicians listed
 - a. Black – Services entered
 - b. Green – NO Services entered
 - c. Blue – Inactive Clinicians with services entered
2. Print Clinician Listing – click print icon next to “District” Box
3. Add NEW Clinician
 - a. Type in name in Box under “B. Enter Clinician search text...” Click “Go”
 - b. When “No Clinicians Found for Search Text”, Click  icon next to GO button
 - c. Enter information designated by an * - Last Name, First Name, Title, Employer
 - d. Click Submit – See page 9, *New/Change Student Request* – same process is used

- To Look at the Information Specific to an Individual Clinician, double click on that person's name. You will then be able to "view only" information about students on the caseload or students with services that are specific to this person.

The screenshot shows a web browser window with the following content:

**Block, Martha
SPEECH THERAPIST
PEORIA SCHOOL DISTRICT 150**

Navigation buttons: Home, Clinician, **Services**, My Profile, Logout

1. Select Student 2. Enter Services 3. Print Reports

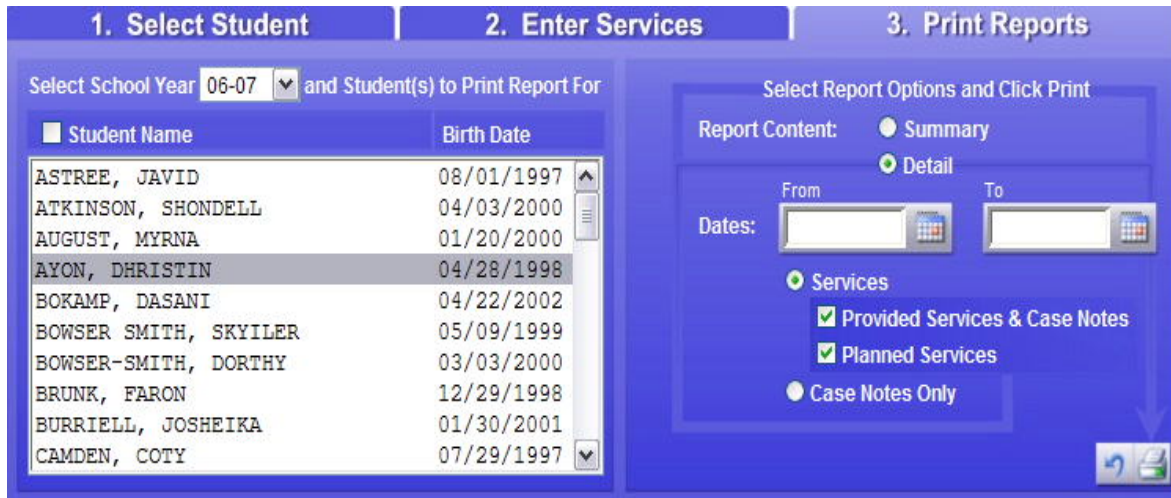
A. Select Student from one of your Sources OR B. Enter Student search text to retrieve Specific Students

ON CASELOAD [Search Box] Go


Facility	Student Name	Birth Date	Medicaid ID
CUNNINGHAM (URBANA)	AUMILLER, ROEMELLO	07/14/1994	041030362
CUNNINGHAM (URBANA)	BOWSER SMITH, SKYILER	05/09/1999	082525031

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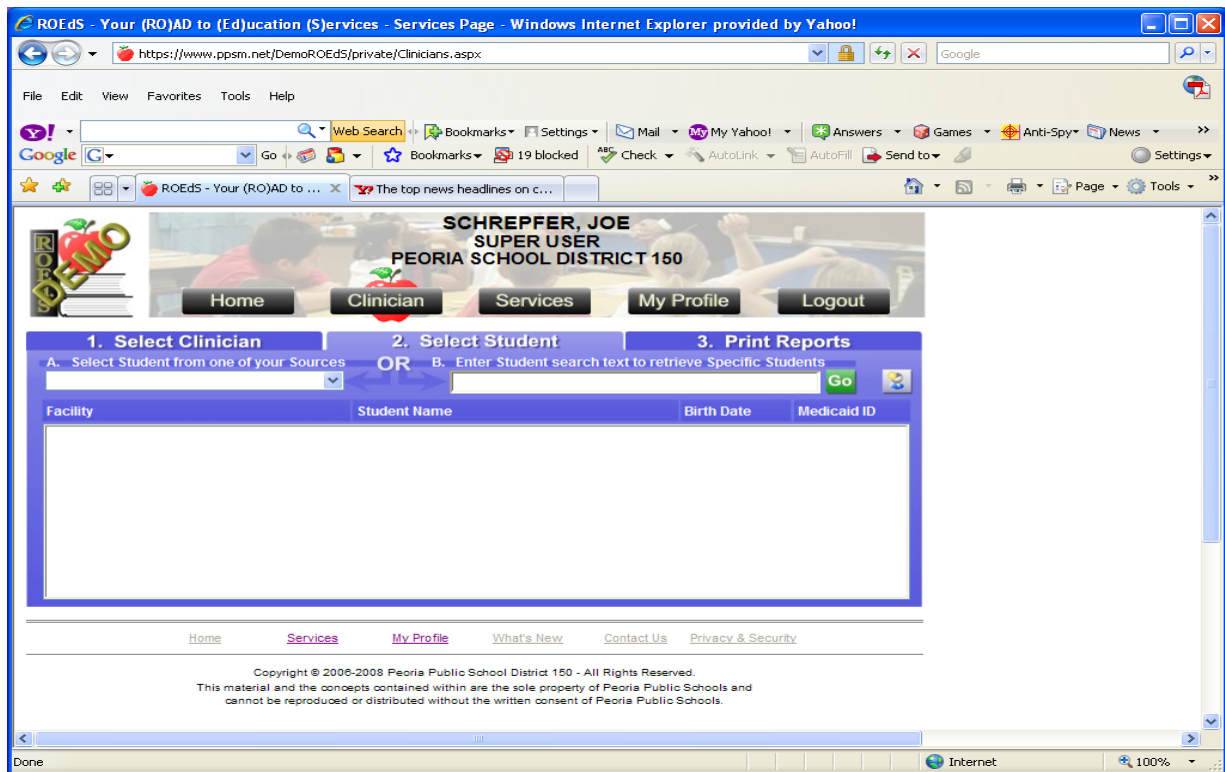
5. To print reports that are also Specific to an Individual Clinician, see instructions below.




Service Reports

1. Select School Year
2. Select Student
 - a. Single Student – Click on Name.
 - b. Multiple Students
 1. Consecutive – Click on first student and Shift-click on last student.
 2. Non-Consecutive – Ctrl-click on each student.
 - c. All Students – check box Student Name.
3. Select Report Options
 - a. Summary (no date range allowed).
 - b. Detail (date range optional, but, if not specified, **ALL** services for the selected School Year will be printed)
 1. Services – Uncheck any option not wanted.
 - a. Provided Services & Case Notes
 - b. Planned Services
 2. Case Notes Only
4. Click Print .

2. SELECT STUDENT



Student Search

1. Type in Name, Birthdate or Medicaid ID. More than one search text can be used (separated by a semicolon) but each must be at least 2 characters (characters allowed are alpha, numeric, slash, or dash). Enter or Click GO.
 - Ex. 1: **Smi** will find all smi's in first or last name no matter where it is in the name;
 - Ex. 2: **Any number not entered in date format (mm/dd/yyyy)** will find birthdates and/or Medicaid ID's matching the request.
 - Ex. 3: **Smith;05/05/2002;9-digit Medicaid ID** will find all students that match **any** one of the criteria listed.
- a. If student is in database, follow steps listed above in B.1.
- b. If "No Students Found for Entered Search Text"
 1. Perform new search.
 2. Click on the "New Student Request" Button 
 - a. Complete the required information (*) and click Submit (this will send request to your Billing Specialist). It is now listed as an Un-Processed Request.
 - b. When request is processed by the Medicaid office, it will be submitted back to you and listed as a Processed Request.
(See page 9 for "New/Change Student Request" information)

Student Request

Student:	Last Name *	First Name *	
	<input type="text"/>	<input type="text"/>	
Resident District: *	Birth Date *	Medicaid ID	SSN
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>		
Facility: *	<input type="text"/>		
My Info:	Phone	Fax	E-Mail
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Comments:	<input type="text"/>		
* Indicates Required Field			
<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>			

“New/Change Student Request” – listed under A. Select Student from one of your Sources

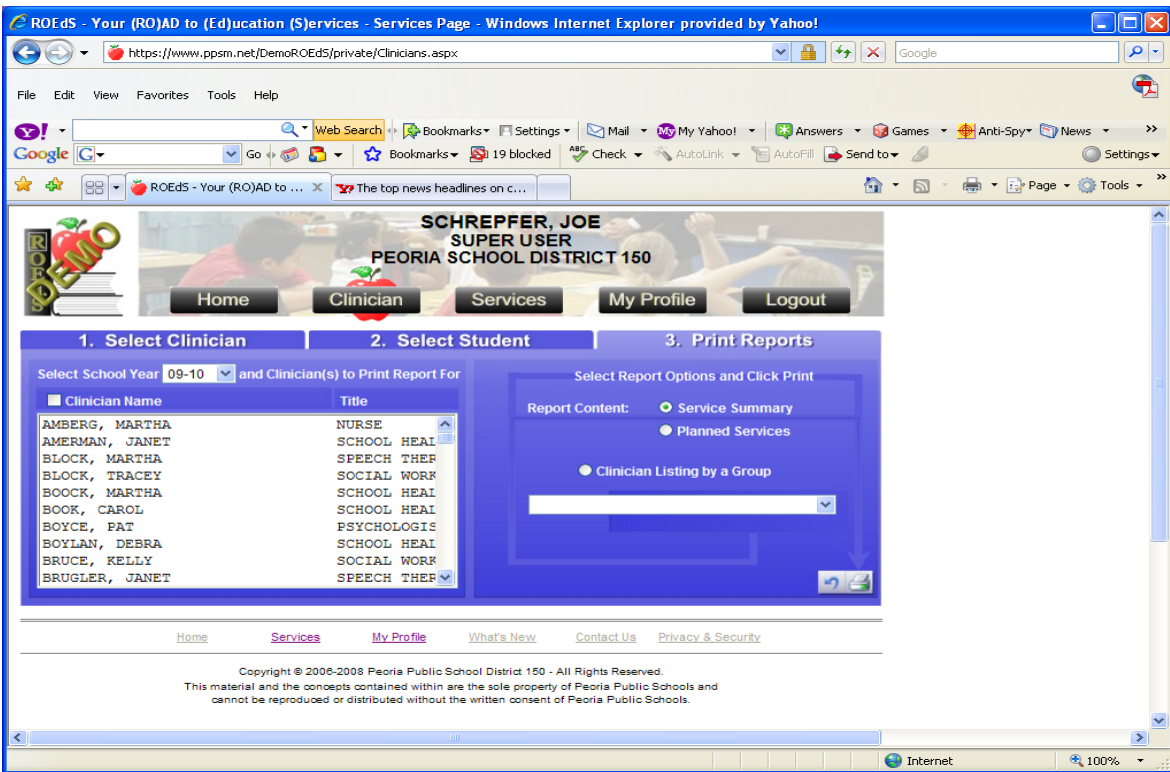
Click on the appropriate Requests from the drop down menu. To view the request, double click on student’s name. Review information, then follow the appropriate steps for type of request selected.

- A. Un-Processed Requests (edits can only be made while in this status).
 - 1. Re-submit – to submit changes
 - 2. Delete – to delete request
 - 3. Cancel – to return to 1. Select Student screen
- B. Processed Requests
 - 1. OK – to return to 1. Select Student screen
(Only choice if student has NO Medicaid ID)
 - 2. Services – to go to 2. Enter Services screen

Note: *All processed Requests MUST be viewed to remove names from list*

- C. Request History – listing of viewed Processed Requests

3. PRINT REPORTS



Print Reports



A. Service Summary Reports

1. Select School Year
2. Select Clinician
 - a. Single Clinician – Click on Name
 - b. Multiple Clinicians
 1. Consecutive – Click on first name and Shift-click on last name
 2. Non-Consecutive – Ctrl-click on each Clinician
 - c. All Clinicians – check box “Clinician Name”
3. Click Print

B. Clinician Listing by a Group

1. Select Clinician Type
2. Click Print

To Preview/Print Reports

1. You must have Acrobat Reader.
2. To return to previous screen, click back Button  (upper left corner).
Do **NOT** click on the  (upper right corner) or you will be “kicked out” of the Fee-for-Service Web Program. Any entries made prior to this action that were **not** saved will be lost and will need to be re-entered.