



PPSM

Fee-for-Service

Web Entry Guide

Table of Contents

Login	2
Medicaid/Fee-for-Service Website	2
“Web Service Entry Login”	2
Home	3 – 4
Login to Enter Services.....	3
Invalid User Name or Password	4
Services	5 – 10
Print Caseload	5
Select Student (Caseload or Student Search)	5
New Student Requests	6 – 7
New/Change Request Process	6 – 7
Enter Services	8 – 10
Diagnostic Code, Service Type	8
Add/Remove from Caseload	8
Planned Services	9
Provided Services	9
Service without Student	9
Planned to Provided	9
No Service This Month	10
Delete Services	10
Previous or Next (student selection)...	10
Color Legend	10
Electronic Signature	11
Case Notes	12
Print Reports	13
Planned/Provided Services	13
Case Notes	13
My Profile	14
Add/Update Clinician Information	14
Set-up Question/Answer	14
Edit User Name/Password	14
User Instructions for Apple Computers	15



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”.

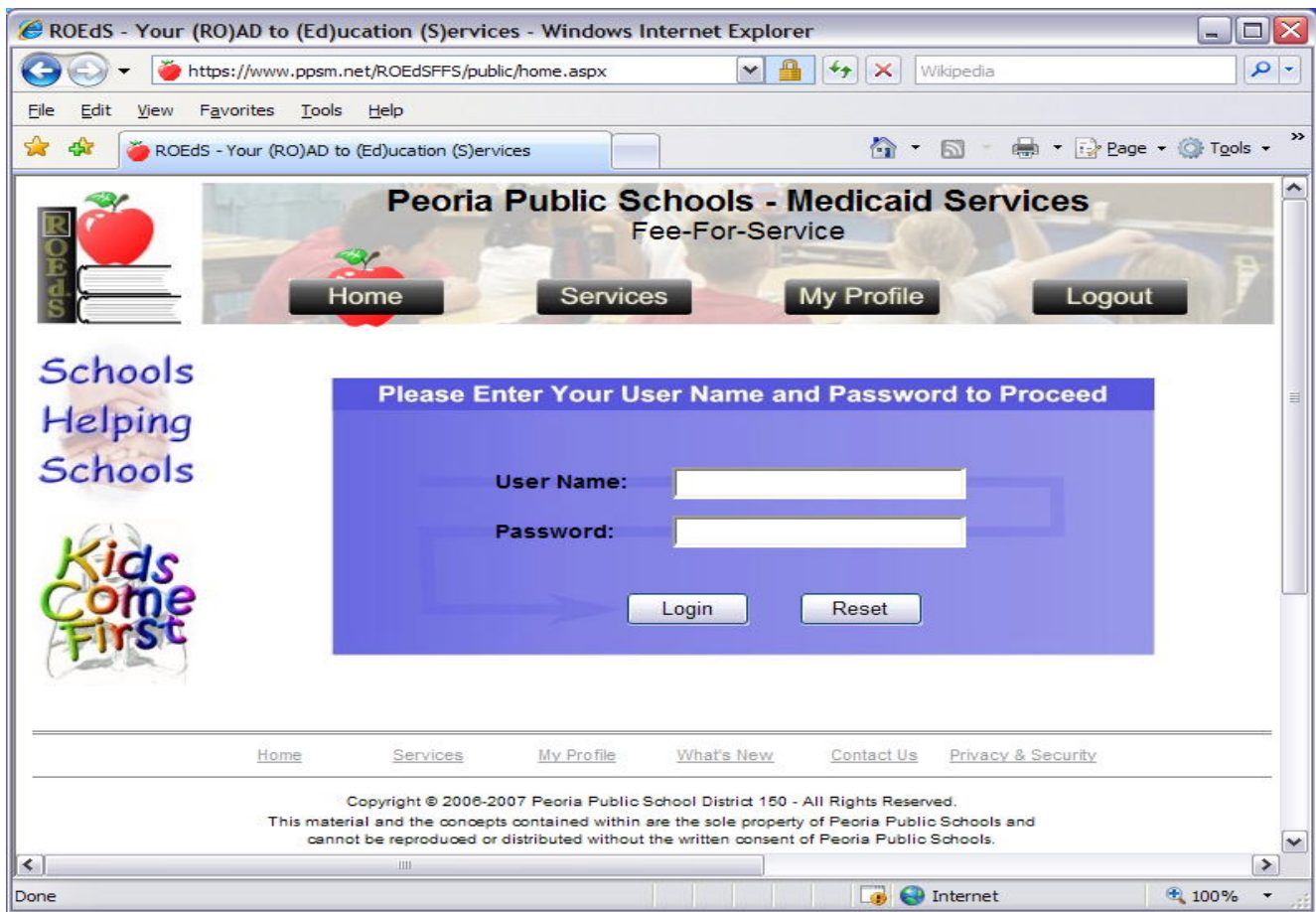
Important

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**

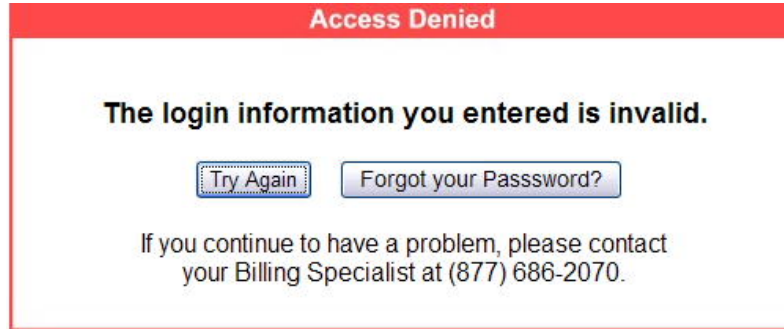
 See page 15 – User Instructions for Apple Computers

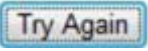
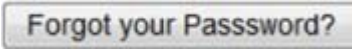


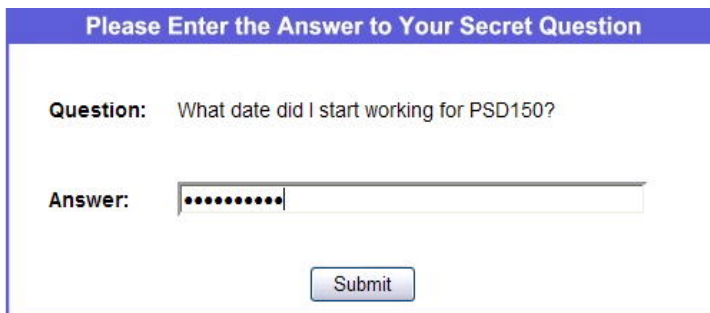
A. Login

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. Forgot 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:" field with the text "What date did I start working for PSD150?". Below that is an "Answer:" field with a masked input (dots) and 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 input fields: "Password:" and "Confirm:". Below the "Confirm:" field 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.



SERVICES

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  ON CASELOAD PROCESSED REQUESTS UN-PROCESSED REQUESTS REQUEST HISTORY	<input type="text"/> <input type="button" value="Go"/>		
	Student Name	Birth Date	Medicaid ID
	FLATTEN, PARRISH	01/16/1996	052328689
	GILLETTE, JEFFORY	01/27/2000	082650631
	KASIEM, QUSHUNDRA	04/03/1999	094459963
	KONKLER, KEONNA	04/10/2001	058252222
	LANNING, SHAWNSKIE	05/22/1997	027873116
	PAWELCZAK, SHELBEY	02/26/2002	055846588
	PREE, DOMANICKO	04/10/1999	043378413
	VANGELISTI, DANESSA	10/13/1999	004453346
	ATKINSON, SHONDELL	04/03/2000	083810630
	AYON, DHRISTIN	04/28/1998	067287631

1. Select Student

A. **Print Caseload** – Click on the Print Icon  next to the drop down box under

A. Select Student from one of your Sources

B. **On Caseload** (students listed in RED are those who have planned services)

 1. To select student on caseload:

- Double-click on name, or
- Single click on name and enter, or
- Single click on name and click on **2. Enter Services**
- Any of these will take you to the “Enter Services” screen.

C. **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 6 for “New/Change Student Request” information)

 See page 15 – User Instructions for Apple Computers

Student Request

Student:	Last Name *	First Name *	
	<input type="text"/>		
Resident District: *	Birth Date *	Medicaid ID	SSN
	<input type="text"/>		
	<input type="text"/>		
Facility: *	<input type="text"/>		
My Info:	Phone	Fax	E-Mail
	<input type="text"/>		
	<input type="text"/>		
Comments:	<input type="text"/>		

* Indicates Required Field

“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

Student Request

Student:	Last Name*	First Name*	
	<input type="text"/>	<input type="text"/>	
	Birth Date*	Medicaid ID	SSN
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Resident District:*	<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

B. Processed Requests

1. **For Medicaid Number NOT Found**

Click OK – to return to **1. Select Student** screen

2. **For Medicaid Number Found**

Click on 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



1. Select Student		2. Enter Services					3. Print Reports	
A. Select a Service and Diagnostic Code		B. Enter Services: MAY, 2007					School Year	
GILLETTE, JEFFORY		Mon	Tue	Wed	Thu	Fri	06-07	
Birth Date:	01/27/2000		01 ✓	02	03 ✓	04	Jul Aug	
Medicaid ID:	082650631		0h15m		1h00m		Sep Oct	
Resident District:	LASALLE EDUC ALLIANCE SPEC E...	07	08 ✓	09	10 ✓	11	Nov Dec	
Facility:	AAA ACADEMY (CALUMET CITY)		Absent		1h00m		Jan Feb	
Diagnostic Code:	315.39 - OTHER DEVELOP. SPEECH	14	15 ✓	16 ✓	17 ✓	18	Mar Apr	
Service:	Individual Service		1h00m	0h30m	1h00m		May Jun	
	<input checked="" type="checkbox"/> On My Caseload	21	22 ✓	23	24 ✓	25	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
		28	29	30	31 ✓		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

2. Enter Services



A. Select a Service and Diagnostic Code

1. Confirm the following information: Name, Birthdate, Medicaid ID, Resident District, and Facility. If there is any permanent change, click on the Student Request Button , make the appropriate changes, and click Submit to send request to your Billing Specialist (See page 6 for "New/Change Student Request" information). **You can continue to enter services.**

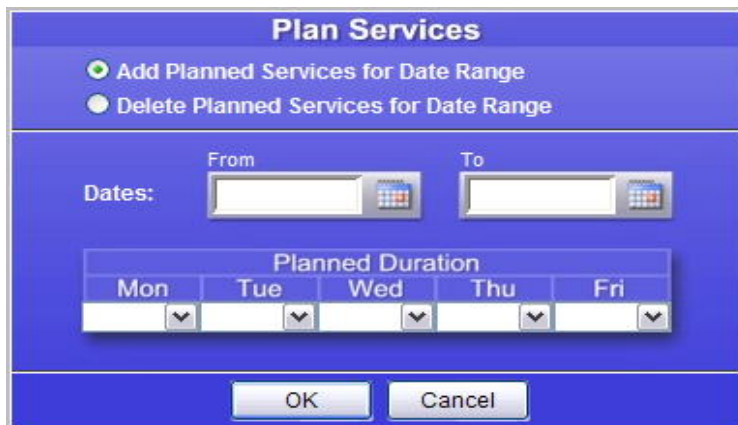
Note: *The Facility can be changed using the drop down menu without submitting a Student Request Change; ONLY use this if it is different for the service you are providing.*

2. Diagnostic Code is a required field.
 - a. Diagnostic Code will be pre-filled.
 1. Student is on your caseload.
 2. A prior service entered for a Student by you.
 - b. Diagnostic Code will be blank (use drop down menu) for a new student.
3. On My Caseload (can be done with or without entering services)
 - a. To add – Check box next to “On My Caseload”. Save .
 - Note:** *Diagnostic Code must be selected first.*
 - b. To remove – Uncheck box. Save .
4. Service Type – All services entered must match service type selected (i.e. group and individual services cannot be added on same calendar)
 - a. Individual
 - b. Group (can **never** be Service without Student)
 - c. Medication Administration (Nurses only)
 - d. Individual Nursing Services (Nurses only)

B. **Entering Services** – In order to complete any of the following Service Entry functions, you must first select the month in which you wish to work. The system defaults to the current month. To select a different month, click on the month needed on the right side of the screen. If you need to enter services for a different school year, you can select that year from the School Year drop down menu (any month selected will then be from that school year).

1. Planned Services – Future dates, all year or any part of the year, can be planned.
 - a. Individual date(s) – Click on a specific date(s) on the main calendar, select duration. Save .
 - b. Multiple dates – Click on Calendar  icon under months, select date range, days of the week, duration within that range, and click OK.


Note: *Student names on your caseload will appear in red if they have any Planned services.*




Planned Duration				
Mon	Tue	Wed	Thu	Fri
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


2. Provided Services
 - a. Click on date
 - b. Select Duration (Once duration is selected, the next duration will default to the previous selection).




Note: *If student is absent, this duration can be selected by typing “A” so that case notes can be entered for that date (this is optional).*

-  c. Service without Student – Right click on date. Background will become gold (Svc. w/o Student can never be associated with Group or Planned Services; therefore system will not allow this selection).





- d. Save .

3. Planned to Provided – Check box next to date (the checkmark denotes a provided service). The duration can be changed at this time. Save .

Note: *To change services for an entire month from Planned to Provided, click on Green  icon under months (this icon will appear once that month has ended).*

4. No Service this Month (Optional) – Right click on the month needed on the right side of the screen and a No Service Screen will appear. Save . If you should need to enter services for that month, uncheck box to return to that month's calendar.
5. Delete Services
- Individual date(s) – Click on date(s), planned or provided, to be deleted. Save .
 - Multiple **planned** dates – Click on Calendar  icon under months, click Delete Planned Services for Date Range, select date range, and click OK.

Note: *To insure accurate billing, please make sure to delete all unnecessary planned or provided services.*

6.  or  – Once you've selected a student from your caseload and are in the **2. Enter Services** screen, you can click on the  or  by the current student's name to proceed to the previous or next student on your caseload.

Note: *Month and Service Type will remain unchanged as you navigate to each student. You will need to make any applicable changes to this information.*

Color Legend Associated with Calendar Month(s)



Red Outline	–	Month being worked on
Red Text	–	Month has Planned Services
Bold Text	–	Month has Provided Services
Blue Text	–	Month has both Planned & Provided Services
Green Text	–	No Service This Month
Regular Text	–	Nothing Entered


Electronic Signature Confirmation Window

This window will appear when adding or changing provided services or making any changes in a month that has provided services. Click Accept if the “Provided Services” statement is accurate; click Cancel to return to the enter services screen. Once you save, the prompt “Your changes have been saved successfully” will appear. Click OK to continue.



Case Notes

Click on folder  to enter case notes. Dates on drop down menu are only the provided services that have been entered. Click on date, type notes, and click OK. For multiple dates, click on each date and type notes. When done, click OK to return to calendar. Save .

Amber icon on date  indicates Case Notes entered – Hovering on this icon will show the actual Case Note entered.



Select Service Date and Enter Case Notes

Service Date: Jul 10 2007

9:00 - 9:30 am - Worked on 'th'
pronunciations

OK

Print Reports

Student Name	Birth Date
ASTREE, JAVID	08/01/1997
ATKINSON, SHONDELL	04/03/2000
AUGUST, MYRNA	01/20/2000
AYON, DHRISTIN	04/28/1998
BOKAMP, DASANI	04/22/2002
BOWSER SMITH, SKYILER	05/09/1999
BOWSER-SMITH, DORTHY	03/03/2000
BRUNK, FARON	12/29/1998
BURRIELL, JOSHEIKA	01/30/2001
CAMDEN, COTY	07/29/1997

3. Print Reports

A. 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

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.

See page 15 – User Instructions for Apple Computers


MY PROFILE (optional)

A. **To add/update Contact information** on the left side of “My Profile” page (i.e. Name, Phone #'s, Fax #, E-Mail):

1. Enter the information. Save .


B. **To set-up your Question/ Answer** for :

1. Enter watermark (exactly as it appears in the window) in the space below it and click GO.

2. Enter a question and answer (answer must contain at least 4 characters). Save .

C. **To edit your User Name and/or Password:**

1. Enter watermark (exactly as it appears in the window) in the space below it and click GO.

2. Edit User Name and/or Enter & Confirm new Password. Save .

Update your Name, Address, E-Mail, Phone/Fax Number, or Login Information

Name: Last Name: First Name:


Work Phone:

Cell/Home:



Fax:

E-Mail:

To edit my User Name and/or Password



Type what you see in order to edit your login information and click go

If you need to change your Clinician Type, District or JA, please call 1-877-686-2070  

Update your Name, Address, E-Mail, Phone/Fax Number, or Login Information

Name: Last Name: First Name:

Work Phone:

Cell/Home:

Fax:

E-Mail:

User Name:



Password:

Confirm Password:

This question and answer is for you in case you forget your password

Question:

Answer:

If you need to change your Clinician Type, District or JA, please call 1-877-686-2070  



User Instructions for Apple Computers

Pg. 2:

1. Click on your **internet browser** – Use FireFox.

Pg. 5:

- B.1. To select student on caseload – If you cannot double-click, use option **b** or **c**.

Pg. 9:

- B.2.c. Service Without Student – Cannot right-click.

Use options:

- a. Click on box and right arrow or
- b. Ctrl-click

Pg. 10:

- B.4. No Service This Month – Cannot right-click – Use Ctrl-click.

Pg. 13:

- A.2.b.2. Non-consecutive – Cannot Ctrl-click – Use Command(⌘)-click.