

EnterCLAIMS for SEIT Services

Step 1: Creating an EnterCLAIMS account

- Go to the EnterCLAIMS website: <https://www.enterclaims.com/logon.aspx>
- Click on “Don’t have a username and password? Click here first”

Home Therapist Billing Payments Maintenance Exit

User Name:

Password:

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.

- Enter the following information & click “Create Account”
- Your User Name must match the email address we have in CLAIMS (if you are not sure what email address that is, contact the Preschool Coordinator).

Home Therapist Billing Payments Maintenance Exit

First Name:

Last Name:

Email Address:

Choose a username: (4-30 characters)

Choose a password: (4-30 characters)

Re-enter password:

- You will receive an activation email

Step 2: Set up Therapist Preferences

- Go to Therapist → Preferences

Home	Therapist	Billing	Payments	Maintenance	Exit
Therapist My Informa Alerts View No alerts.	Classroom Attendance				
	Credential Verification				
	Digital Orders				
	Weekly Attendance Calendar				
	Weekly Schedule Calendar				
	Preferences				
	Secure Transfer				
	Sign Attendance	Important Dates			
	Co-Sign Attendance	Target Date			
Preschool Ca		9/15/2021			
Q1 Report		11/1/2021			
Q2 Report		1/1/2022			
Q2 Report		1/1/2022			
Preschool Ca		2/12/2022			
Q2 Report		4/1/2022			

- Set preferences to the following:

☒ Show Address

☒ Show License Number

☒ Show Session Times for Monthly Calendar

☒ Show Attendance Details On First Click

☐ Use Current Time As End Time on Single Attendance

☐ Separate Bills By Program Type By Default

Calendar Time:

Minimum
8:00 AM

Maximum
6:00 PM

Timeout Duration: 30

Classroom Time:

Start Time
0:00 AM

Home Screen Attendance Mode: Single Attendance Screen

Calendar Settings:

Minutes per Timeslot: 60

Therapist Assignment Date Range on Home Page: This Month

Email Preferences:

☒ Receive Email When General Alert Is Received

☒ Receive Email When Attendance Send Back Alert Is Received

Step 3: Create a Pin Number

- To digitally sign attendances in EnterCLAIMS, you must create a PIN
- To create a pin, click on Maintenance → Set PIN



- There is no minimum or maximum character limit
- Click “Create PIN”

The screenshot shows the 'Set PIN' form. At the top, there's a navigation bar with buttons: Home, Therapist, Billing, Payments, Maintenance, Help, and Exit. Below the navigation bar, there's a section titled 'Set PIN'. A message states: "You have not yet created a PIN. You will be unable to digitally sign attendance until you do so. Please create one now." Below the message, there's a text input field labeled 'PIN Number: *****' and a button labeled 'Create PIN' (circled in red).

- After you created a PIN, you will see the following message:

The screenshot shows the 'Set PIN' form after a successful PIN creation. At the top, there's a navigation bar with buttons: Home, Therapist, Billing, Payments, Maintenance, Help, and Exit. Below the navigation bar, there's a green message bar that says "PIN created successfully." Below the message bar, there's a section titled 'Set PIN'. A message states: "You currently have a PIN associated with your account. You may change your PIN below." Below the message, there's a text input field labeled 'PIN Number: ' and a button labeled 'Change PIN'.

Step 4: Entering CPT Code

- **CPT Code:** NOCPT
- To enter NOCPT Code, click on Home screen → My Cases → Assignment Info (click on the assignment for the case you are entering the CPT Code for)
- Choose NOCPT from the drop-down box

My Cases					
Company: All Companies		Assignment Info	From 4/1/2023 To 4/30/2023	Retrieve	
Child Name	Auth #	Assignment Info	Company	SEP Verification	
CFY DEMO , CHILD 1		09/01/2022-06/30/2023 CFY OBS 17.00x30 YEARLY IND (CFY OBSERVATION)	NYT	No	Enter Digital Order Attendance
CFY DEMO , CHILD 1		09/01/2022-06/30/2023 CFY SUP 2.00x30 WEEKLY IND (CFY CO-SIGN LOG NOTE)	NYT	No	Enter Digital Order Attendance
Child - 1, Demo	USETHESONE	09/01/2022-06/30/2023 CFY OBS 17.00x30 WEEKLY IND (CFY OBSERVATION)	NYT	No	Enter Digital Order Attendance
Child - 1, Demo		09/01/2022-06/30/2023 CONTACT 4.00x1 YEARLY IND	NYT	N/A	Enter Digital Order Attendance
Child - 1, Demo		09/01/2022-06/30/2023 SP 2.00x30 WEEKLY IND (RS IND)	NYT	No	Enter Digital Order Attendance
Child - 1, Demo		02/01/2023-06/30/2029 SETSS 8.00x60 WEEKLY IND	NYT	No	Enter Digital Order Attendance
Child - 2, Demo		09/01/2022-06/30/2023 SP 1.00x15 TOTAL IND (UDO ACCESSIBILITY)	NYT	No	Enter Digital Order Attendance
Child - 2, Demo		09/01/2022-06/30/2023 SP 2.00x30 WEEKLY IND (RS IND)	NYT	No	Enter Digital Order Attendance
child-3, demo		09/01/2022-06/30/2023 CFY OBS 4.00x1 TOTAL IND	NYT	No	Enter Digital Order Attendance
child-3, demo		09/01/2022-06/30/2023 CONTACT 12.00x1 TOTAL IND	NYT	N/A	Enter Digital Order Attendance
child-3, demo		10/12/2022-04/12/2023 SP 2.00x45 WEEKLY IND (Basic Home & Commute)	NYT	No	Enter Digital Order Attendance
child-3, demo		12/17/2023-06/30/2023 SEIS 5.00x60 WEEKLY IND (SEIS)	NYT	No	Enter Digital Order Attendance

Default CPT Codes:

CPT Code	Description	
NOCPT	Not Medicaid Billable	Delete

Add CPT Code:

NOCPT - Not Medicaid Billable

Add

Step 5: Adding Goals

You can either type the goal(s) targeted in the **Notes box** of the session note or add goals on EnterCLAIMS.

- To add goals on EnterCLAIMS go to Home screen → My Cases → Click on Assignment Info for the case you are entering the goals for



Goals

- Click on Goals



Goal List

Create New Goal

- Click on Create New Goal
- Add the goal descriptions and click on trials or percentages from the drop-down menu (must match the IEP goal).
- Click Add

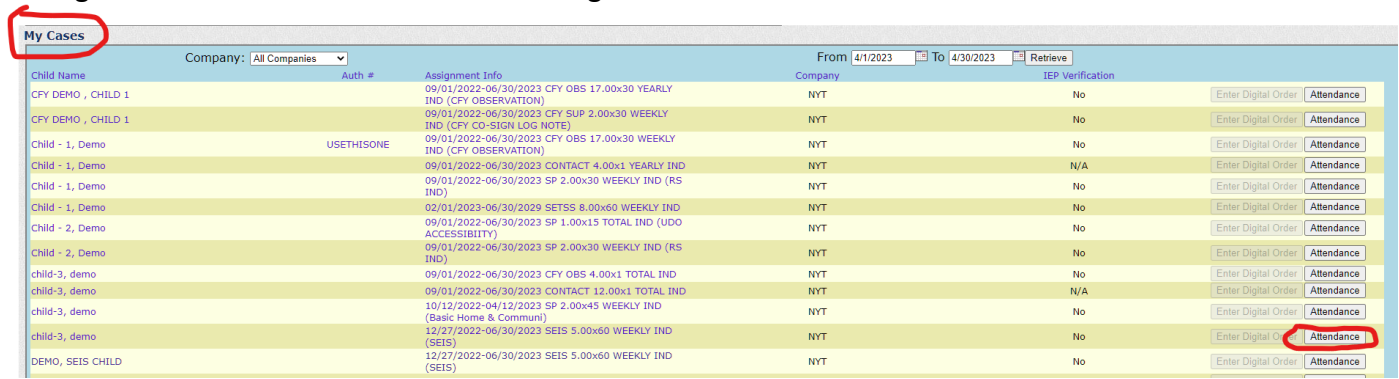
Step 6: Entering Attendance

The **Single Attendance Screen** is the only screen that can be used to sign in-person services.

Please note: If a provider is working in a school with limited internet access that provider has the option to get paper notes signed if they cannot rely on parents to go online and sign the notes after the session.

How to Open the Single Attendance Screen:

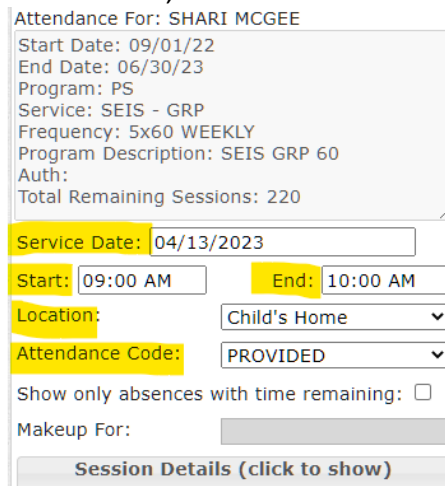
- Go to the Home screen on EnterCLAIMS
- Look at the students you service under “My Cases”
- Click “Attendance” on the row for the child you are entering attendance for
- The Single Attendance Screen allows you to show one attendance at a time, so that a signature can be entered without showing information for other cases.



Child Name	Company	Auth #	Assignment Info	Company	From	To	IEP Verification	
CFY DEMO , CHILD 1	All Companies		09/01/2022-06/30/2023 CFY OBS 17.00x30 YEARLY IND (CFY OBSERVATION)	NYT	4/1/2023	4/30/2023	No	Enter Digital Order Attendance
CFY DEMO , CHILD 1			09/01/2022-06/30/2023 CFY SUP 2.00x30 WEEKLY IND (CFY CO-SIGN LOG NOTE)	NYT			No	Enter Digital Order Attendance
Child - 1, Demo		UETHISONE	09/01/2022-06/30/2023 CFY OBS 17.00x30 WEEKLY IND (CFY OBSERVATION)	NYT			No	Enter Digital Order Attendance
Child - 1, Demo			09/01/2022-06/30/2023 CONTACT 4.00x1 YEARLY IND	NYT			N/A	Enter Digital Order Attendance
Child - 1, Demo			09/01/2022-06/30/2023 SP 2.00x30 WEEKLY IND (RS IND)	NYT			No	Enter Digital Order Attendance
Child - 1, Demo			02/01/2023-06/30/2029 SETSS 8.00x60 WEEKLY IND	NYT			No	Enter Digital Order Attendance
Child - 2, Demo			09/01/2022-06/30/2023 SP 1.00x15 TOTAL IND (UDO ACCESSIBILITY)	NYT			No	Enter Digital Order Attendance
Child - 2, Demo			09/01/2022-06/30/2023 SP 2.00x30 WEEKLY IND (RS IND)	NYT			No	Enter Digital Order Attendance
child-3, demo			09/01/2022-06/30/2023 CFY OBS 4.00x1 TOTAL IND	NYT			No	Enter Digital Order Attendance
child-3, demo			09/01/2022-06/30/2023 CONTACT 12.00x1 TOTAL IND	NYT			N/A	Enter Digital Order Attendance
child-3, demo			10/12/2022-04/12/2023 SP 2.00x45 WEEKLY IND (Basic Home & Communt)	NYT			No	Enter Digital Order Attendance
child-3, demo			12/27/2022-06/30/2023 SEIS 5.00x60 WEEKLY IND (SEIS)	NYT			No	Enter Digital Order Attendance
DEMO, SEIS CHILD			12/27/2022-06/30/2023 SEIS 5.00x60 WEEKLY IND (SEIS)	NYT			No	Enter Digital Order Attendance

Session Note:

- Once you click on “Attendance,” a session note will pop up
- Enter the service date, start & end time, Location & Attendance Code



Attendance For: SHARI MCGEE

Start Date: 09/01/22
End Date: 06/30/23
Program: PS
Service: SEIS - GRP
Frequency: 5x60 WEEKLY
Program Description: SEIS GRP 60
Auth:
Total Remaining Sessions: 220

Service Date: 04/13/2023

Start: 09:00 AM End: 10:00 AM

Location: Child's Home

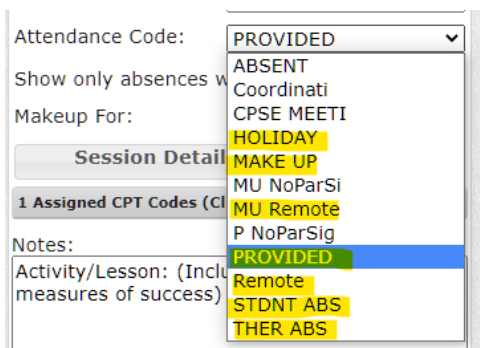
Attendance Code: PROVIDED

Show only absences with time remaining: ☐

Makeup For:

Session Details (click to show)

- There are the Attendance Codes used:



Attendance Codes:

Holiday: Services did not take place due to a holiday

Make Up: Make up for an in-person service ONLY

MU Remote: Make up for a remote/teletherapy session

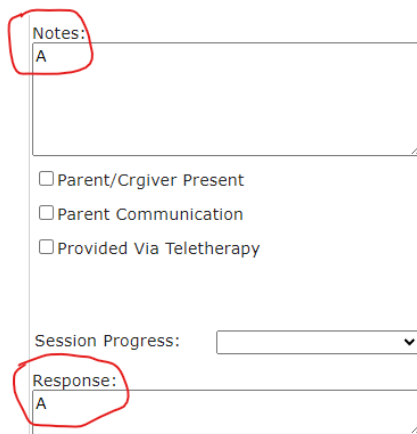
Provided: In-Person services ONLY

Remote: Remote/teletherapy services ONLY

STDNT ABS: Student absence

THER ABS: Therapist absence

- In order for the session note to “save,” enter 1 letter in the **Notes** box and 1 letter in the **Response** box



Guardian Signature:

For the session note to be signed, click on the guardian signature in order to show the signature field. This can be signed with a finger, the computer mouse or an IPAD pen.

The screenshot shows a button labeled "Guardian Signature (click to show)" in a yellow box. Below it is a larger button labeled "Guardian Signature (click to hide)". Underneath the "click to hide" button is a large, empty rectangular box for the signature, with a horizontal line near the bottom.

Signing As:

- If the parent/guardian is signing, choose the appropriate name from the drop-down menu.

This screenshot shows the "Guardian Signature (click to hide)" button at the top. Below it is the signature box. Further down is a "RESET" button, followed by a "Signing As:" dropdown menu with "DAD & MOM DEMO" selected and highlighted in yellow. Below the dropdown is a checkbox labeled "Request Online Signature" which is unchecked. At the bottom are "Save" and "Delete" buttons.

- If the classroom staff is signing, choose "other" from the drop-down menu. Then, type the first and last name of the person and that person's relationship to the child.

This screenshot shows the "Guardian Signature (click to hide)" button at the top. Below it is the signature box. Further down is a "RESET" button, followed by a "Signing As:" dropdown menu with "Other" selected and highlighted in yellow. Below the dropdown are two text input fields: "Name:" and "Relationship to Patient:", both highlighted in yellow. At the bottom are "Save" and "Delete" buttons.

- If your session notes are not being signed in-person, the SEIT must give the parent/guardian's email address to the Preschool Coordinator, so it is entered in the system.
- Once the parent/guardian's email address is entered into the system, you will check off "Request Online Signature" to have a request sent to the parent/guardian.

Guardian Signature (click to hide)

Signing As: DAD & MOM DEMO ▼

☒ Request Online Signature

Save Delete

- Make sure you click “save.”
- There are Parent/Guardian Signature Instructions on the NYTPS Website on the EnterCLAIMS tab.

Step 7: How to Complete a Session Note:

Access the session note from the “Single Attendance Screen” (see directions under Step 6)

Session Notes Must Include the Following Information:

Please read the SEIT Manual for session note examples.

- **Notes:** State how you are addressing the goal (i.e., what activity did you do?)
Type the goal(s) being addressed or choose the assigned goals that were added
- **Parent/Caregiver Present:** Choose from drop down box
- **Parent Communication:** Choose from drop down box
- **Session Progress:** From the drop-down box, choose one of the following: no progress, limited progress, progress, regression.
- **Response:** State how the child responded to the activity and the type of support you provided.



The screenshot shows a form section titled "Guardian Signature (click to hide)". Below the title is a large rectangular box for the signature. Underneath the box is a "RESET" button. Below the "RESET" button is a "Signing As:" label followed by a dropdown menu showing "father & mother child". Below the dropdown menu is a checkbox labeled "Request Online Signature". At the bottom of the section are two buttons: "Save" and "Delete". The "Save" button is circled in red.

After all session note information is entered click “save”

Step 8: Signing Attendance

To sign attendance, go to Therapist → Sign Attendance

EnterCLAIMS

JAMES M. GUINNNESS & ASSOCIATES INC. Consultants

Home **Therapist** Billing Payments Maintenance Exit

Therapist
My Information
Alerts | View
No alerts.

Classroom Attendance
Credential Verification
Digital Orders
Weekly Attendance Calendar
Weekly Schedule Calendar
Preferences
Secure Transfer
Sign Attendance

Important Dates

	Target Date
Preschool Calendar	9/15/2021
Q1 Report	11/1/2021
Q2 Report	1/1/2022
Q3 Report	1/1/2022
Preschool Calendar	2/12/2022
Q1 Report	2/12/2022
Coordinator Workspace	

- Check the box to the left of the Child column for all attendances that need to be signed
- Scroll to the bottom and click “Sign Attendance”

[illegible]

Sign Attendances **Delete Attendances**

- When you click on “Sign Attendance,” you will enter your PIN and click “Sign Attendance”

Sign Attendance

By entering my pin number, I/We certify that on the dates selected, the selected children received the services noted and that documentation exists and is maintained on file verifying the delivery of said services in accordance with all relevant Federal, State and Local Laws and Regulations governing the Medicaid process.

Name & Title:

NPI:

Date:

PIN:

Sign Attendance

Cancel

- Once your attendance is signed, you will see a message that you have signed successfully

Step 9: Creating a Bill/Submitting Billing

To create a bill, go to Billing → Create Bill



- Check off all **SEIT cases** that you are submitting billing for
- Notes: Enter the month and whether it is the 1st half, 2nd half, weekly or entire month
- Check the box to certify that the services provided are in accordance with the child's IEP
- Check the box to allow the agency to edit your bill by sending attendances back to you to edit if necessary
- Click "Create bill"

Create Bill

Company: New York Therapy ▼ From [] To [] Retrieve Recheck Warnings

☐ Separate bills by program type

<input type="checkbox"/> Child	Therapy	Month	Number Of Sessions	Program Type	Help
<input checked="" type="checkbox"/> SEIS CHILD DEMO	SEIS 5x90 WEEKLY	December 2022	2	PS	

Notes:
April entire month

☒ I certify that the above services were provided on the dates and times indicated in accordance with the students IEP/IFSP.

☒ I wish to allow the agency to edit my bill by sending back attendances to edit. (Note: This is optional)

Preview Log Notes Preview Bill **Create Bill**

How to Unsign Attendance

Please note: If there are any billing discrepancies or errors, your billing will be sent back to you to edit.

To edit an attendance, you will first need to unsign the attendance on the **Unsign Attendance Screen**.

- To unsign attendance, go to Therapist, Unsign Attendance

EnterCLAIMS

Home Therapist Billing Payments Maintenance Exit

Therapist

My Information

Alerts | View Weekly Attendance Calendar: You have new alerts!

05/25/2023 Weekly Schedule Calendar *** 1 attendance has been marked

05/17/2023 Preferences *** 1 attendance has been marked

05/04/2023 Secure Transfer *** 1 attendance has been marked

05/04/2023 Sign Attendance *** 1 attendance has been marked

Co-Sign Attendance

Unsign Attendance

Coordinator Workspace

Important Dates

Target Date	Child
9/15/2021	Child - 1, Demo

- Only attendances that are not currently submitted on a bill will be listed on this screen
- To unsign attendances, check the box by any attendance that should be unsigned and edited
- Click “Unsign Attendance”

Unsign Attendance

Child Last Name: Services From: To: Filter

* Attendance that is currently on a bill is not available for unsigning. If required, delete the bill or have the agency 'send back' the attendances.

Child	Type	Date	Start Time	End Time	Type	CPT Codes
<input type="checkbox"/> Applesseed, Johnny	P	7/3/2015	11:00 AM	11:30 AM	Individual	97110
<input type="checkbox"/> Karate, Katie	P	7/31/2015	10:00 AM	10:45 AM	Individual	97110
<input checked="" type="checkbox"/> Karate, Katie	P	8/4/2015	9:00 AM	9:45 AM	Individual	97110
<input checked="" type="checkbox"/> Karate, Katie	P	8/6/2015	9:00 AM	9:45 AM	Individual	97110

Unsign Attendances

- Review the Unsign Attendance message confirming you signed inaccurate attendance information and need to unsign to edit the information
- Enter your PIN and click “unsign attendance”

Unsign Attendance

By entering my pin number, I/We certify that on the dates selected, the selected services, which I previously verified and signed, were not accurate, and must be changed in order to accurately reflect the services that took place for the specified children on the specified dates.

Name & Title: DONNAVIN ARMOUR, PT

NPI: 1591180313

Date: 9/21/2015

PIN:

Unsign Attendance Cancel

- Once your attendance is unsigned, you will see a message that you have successfully unsigned your attendance and your attendance can be edited