



Funding Submission Assistant User Manual

The Funding Submission Assistant will guide you through creating a submission packet to fund an AAC device through Medicare, Medicaid or private Insurance. A checklist of all the needed forms and documents is created with each submission. The checklist is personalized for the client based on their state of residence, funding source and the type of request (purchase, rental or repair). A Speech Language AAC Evaluation template, Addendum Reports and Repair Report templates are available to assist you.

General Tips

1. Throughout the site, bolded field labels indicate a required field that must be completed.
2. When a required field is not completed, you'll receive a warning box and the label of the missing field will turn red. 
3. Hover over or click the  icon for guidance in completing the field.
4. Clicking the  opens a select list.

Log-in or Create an Account

1. If you have an account on PRC's website, simply log in.
2. If this is your first time using PRC's website or Funding Submission Assistant, you'll need to create an account.
3. The first time you log into the new PRC Funding Assistant, you'll need to review and accept the terms of the License Agreement.

<https://eval.prentrom.com/access/login>

Start a Submission

1. Click the button to Create a New Submission. 
2. Enter the client's legal name. Be sure to spell it correctly as this is a medical record and it will be difficult to change it later.
3. Select the Submission Type, Funding Source and State.
4. Click Create Submission
5. A submission is created for the Client with a personalized Checklist of all the necessary forms and documents.

Edit a Submission

1. Click Edit Submission Details. 
2. Modify the Submission Type, Funding Sources or State.
3. Click Save and Return to Checklist. The checklist will be updated with all of the necessary forms and documents.



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- Each submission is a medical record so the client’s name cannot be changed. If the client’s name is misspelled, send an email to webmaster@prentrom.com with the requested change.

Checklist

The checklist is a personalized list of all the necessary forms and documents for a funding submission. The list is created from the selections of Submission Type (Purchase/Rental or Repair), Funding Source (Medicare, Medicaid or Insurance) and the Client’s state of residence.

- Notes or Instructions for completing each form or document appear on the right side of the checklist.
- As each section is completed, it will be noted by the green Complete label. **COMPLETE**
- Many of the .pdf forms can be completed online and saved to PRC’s secure website. Client Information is used to pre-populate these forms. Use Adobe Reader when possible for the best experience completing these forms. While we try to ensure compatibility with all browsers, Adobe Reader has some technical issues with certain browsers. [Refer to this chart to learn what you can expect.](#)
- When a .pdf is completed and saved to PRC’s secure website, a Last Saved date will be displayed in the Checklist.
- As you gather the necessary documents and fill out forms, check the box on the checklist to mark them complete.
- To print the Checklist, use the View Printer-Friendly Checklist button.

We suggest using Adobe® Reader® to view PDF files in the checklist.

Checklist View Print-Friendly Checklist

Complete	Document	Notes
COMPLETE	Client Information	
<input type="button" value="Print"/>		
	Equipment Selection Sheets	Use these sheets to select the color, options and accessories of the SGD being recommended.
COMPLETE	Speech Language AAC Evaluation	Must be completed within the past 6 months unless otherwise noted under Medicaid guidelines. Use the SGD Data Collection Sheet to gather information to assist in creating a comprehensive speech language evaluation report.
<input type="button" value="Print"/>		
INCOMPLETE	Addendum to Speech Language AAC Evaluation	Use this when the Client has a change in medical status requiring a newly recommended access method, a device accessory that was not included with the initial purchase of the SGD, or upon the completion of a device trial period and finalized recommendations for SGD and accessories.
<input type="checkbox"/>	Assignment of Benefits (AOB) Last Saved: 02-21-12	<ul style="list-style-type: none"> If Insurance, then signed by primary insurance policy holder. If Medicare, then signed by client; if client is unable to sign, then needs signed by a witness. If Medicaid, then signed by client; if client is unable to sign or if a minor, then needs signed by a witness. <p>If you are not sure who to write in for Primary Policyholder's Name, then please call the PRC Funding Department directly at 1-800-268-5224.</p>
<input type="checkbox"/>	Certificate of Medical Necessity (CMN)	<ul style="list-style-type: none"> If Medicare or Insurance, physician needs to sign the form. List specific device and all accessories being prescribed. Include client's diagnosis and length of need.

Client Information

- Client Information consists of 4 sections; Client Information, Payor Information, Contact Information and Shipping Information. Fill in all of the required information in each section.

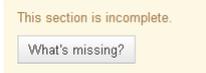


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- When a required field is not completed, you'll receive a warning box and the label of the missing field will turn red. 
- As each section is completed, the menu will change to indicate it's Complete.



- When returning to a section that is incomplete, click the What's Missing button to see a list of fields that still need to be filled in. The field labels will also turn red.



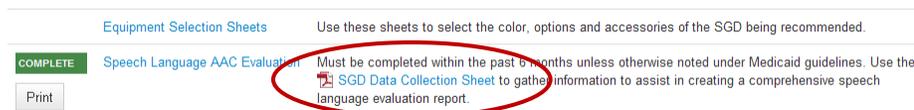
- When Client Information is complete, you may submit it electronically to PRC's Funding Department or Print it and send it in with the packet.



Please note: Some of this information is used by the .pdf forms in the checklist so this section should be completed first. If you change information in this section, you'll need to re-open any .pdf forms previously completed.

Speech Language AAC Evaluation

- The AAC Evaluation is broken down into multiple sections. As you complete each section of the evaluation, the menu will change to include a green Complete label. 
- An SGD Data Collection Sheet is available to assist you in the evaluation process. A link to download it is in the Checklist.



- When all sections are complete, click the Print Evaluation button to create a formatted document that you can print, sign and send to PRC's Funding department with your submission packet.





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Addendum to Speech Language AAC Evaluation

An Addendum to Speech Language AAC Evaluation is used when a change in the Client's medical status requires a new access method or device accessory not included in the initial purchase of the SGD or upon completion of a trial period for finalized recommendations for the SGD and accessories. The Addendum is available in the Checklist.

Forms and Documents

Many of the .pdf forms can be completed online and saved to PRC's secure website. Client Information is used to pre-populate these forms. Use Adobe Reader when possible for the best experience completing these forms. While we try to ensure compatibility with all browsers, Adobe Reader has some technical issues with certain browsers. [Refer to this chart to learn what you can expect.](#)

1. When a .pdf is completed and saved to PRC's secure website, a Last Saved date will be displayed in the Checklist.
2. If a document cannot be filled out electronically or saved to PRC's secure website, you'll need to print it out, complete it and send it in with your submission packet.

Submission Contacts

Contacts are added to the submission when you complete Client Information.

1. Their information may be managed in the Contacts tab or in Client Information.
2. Additional Contacts may be added in the Contacts tab.

Checklist **Contacts** Messages Sharing Attachments

Contacts

Client Advocates
Add a client advocate
• Bronson Bing (primary)

SLPs
Add an SLP
• Beth Ladrach (primary)

Physicians
Add a physician
• John Miller (primary)

Contact Funding

Phone
800-268-5224
Monday through Friday
8:00 a.m. to 5:00 p.m. EST

Fax
330-263-4829

E-mail
funding@prentrom.com

Mail
Prentke Romich Company
1022 Heyl Road
Wooster, OH 44691

[Terms and Conditions](#)

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Message Center

Notifications of changes in the status of the submission will be posted in the Message Center. Information and changes to funding guidelines in your state will also be posted in the message center for all active submissions. Click on a message to view it.

You may enable email notifications to receive message you have not read by email.



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[Checklist](#)
[Contacts](#)
[Messages 1](#)
[Sharing](#)
[Attachments](#)

Message Center

Would you like to receive messages by email?

Enable email notifications.

Date	Subject	Read/Unread
Mar 01, 2012	Submission Requirement Update	Unread

Contact Funding

Phone 800-268-5224	Fax 330-263-4829	E-mail funding@prentrom.com	Mail Prentke Romich Comp
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Sharing Submissions

Submissions may be shared with the Client’s family or other members of the team. Submissions are medical records so certain security measures are in place to protect the Client’s information. Only the person who created the submission may share it with others. Sharing permission may be revoked by the person who created the submission at any time. Certain identifying information must be known by both parties to ensure a successful share.

People sharing a submission have full read and write access to all of the information in the submission.

1. Click the My Submission link at the top of the page to view submissions created by you and submissions shared by you.
2. To Request Access to a Submission, you must know the email address of person who created the submission, the clients first initial, last name and state of residence. An email request will be sent to the person who created the submission who can approve or reject the request.

[Active Submissions](#)
[History](#)

Submissions Created by Me [Create a New Submission](#)

Open	Name	Type	Funding Source(s)	Stage	Expected Ship Date	Move to History
Open	Mary Bing	Purchase/Rental	Medicaid, Medicare			Move to History

Submissions Shared with Me [Request Access to a Submission](#)

There are no active submissions shared with you at this time.

3. To share a submission, click the Sharing tab in the submission. Enter the first name and email address of the person sharing the submission. They will receive an email, inviting them to share this submission. They must know the name of the client and have an Account on PRC’s website to accept the share request.
4. The person who created the Submission may Revoke a share at any time by clicking the Revoke link next to their name.



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Checklist Contacts Messages **Sharing** Attachments

Sharing Request Access to a Submission

This submission is being shared with:

- joshua milford [Revoke](#)

Share this Submission

First Name of Person You're Inviting

Email Address of Person You're Inviting

Submission Attachments

Attach documents such as images, Physicians RX, Resume and brief video clips to the submission.

1. Click the link to Add an Attachment.
2. Type a description of the file
3. Browse to the file location and select it.
4. Add any notes related to the file and click Save.
5. The file will be uploaded and attached to this submission.

Checklist Contacts Messages **Sharing** **Attachments**

Attachments

[Add an attachment](#)

- [Sample Document](#)

6. To edit the description, file or notes or delete the attachment, simply click on it.

Checklist Contacts Messages **Sharing** **Attachments**

Add/Edit Attachment

Title

Current file: [mary-resume.doc](#)

File

Notes

Getting Help

To get help with the AAC Evaluation, completing forms, answering funding questions or technical problems with the website, simply click the Ask for Help button at the top of every page.



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1. Select the subject, enter your email address and type a message explaining your issue or question and click Send.
2. The message will be routed to the person who can best help you.



Ask for Help

My Submissions

My Account

Log Out

Feedback

Subject

Help with an AAC Evaluation

Your Email Address

mlb@prentrom.com

Message

Send

Moving Submissions to History

To keep your workspace organized, you may move completed submissions to history simply by clicking the Move to History link.

Click on the History tab to view all Submissions in History. Submissions are sorted by date created, then by name. In the History tab, you can make a submission active again by clicking the link to Make Active.

Active Submissions [History](#)

Submissions Created by Me [Create a New Submission](#)

Open	Name	Type	Funding Source(s)	Stage	Expected Ship Date	Move to History
Open	Mary Bing	Purchase/Rental	Medicaid, Medicare			Move to History

Submissions Shared with Me [Request Access to a Submission](#)

There are no active submissions shared with you at this time.