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. Client's gender is required.
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. 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

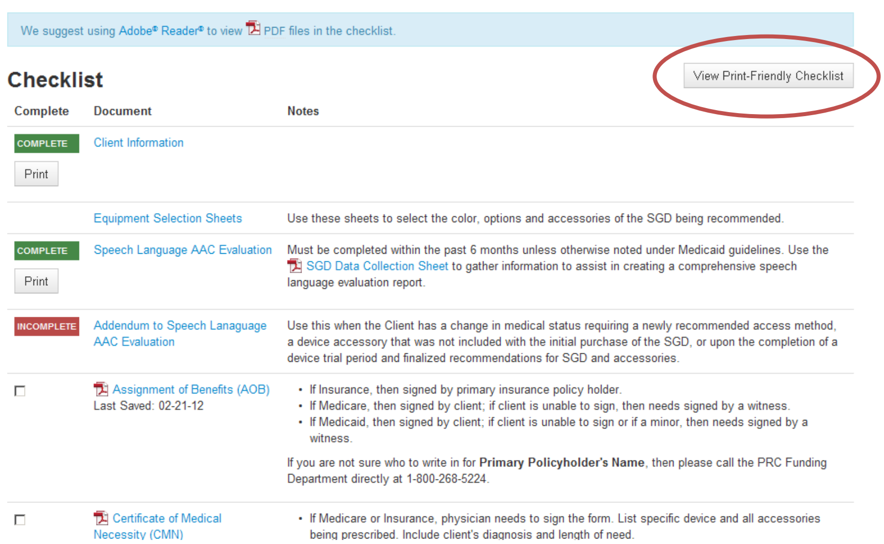
1. Click Edit Submission Details. Edit Submission Details
2. Modify the Submission Type, Funding Sources or State.
3. Click Save and Return to Checklist. The checklist will be updated with all of the necessary forms and documents.

4. 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.

1. Notes or Instructions for completing each form or document appear on the right side of the checklist.
2. As each section is completed, it will be noted by the green Complete label. COMPLETE
3. 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.
4. When a .pdf is completed and saved to PRC's secure website, a Last Saved date will be displayed in the Checklist.
5. As you gather the necessary documents and fill out forms, check the box on the checklist to mark them complete.
6. To print the Checklist, use the View Printer-Friendly Checklist button.



Client Information

1. 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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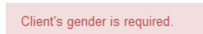
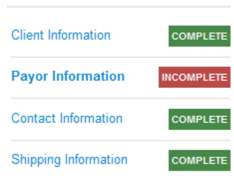
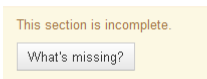
2. When a required field is not completed, you'll receive a warning box and the label of the missing field will turn red. 

3. As each section is completed, the menu will change to indicate it's Complete.



4. 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.

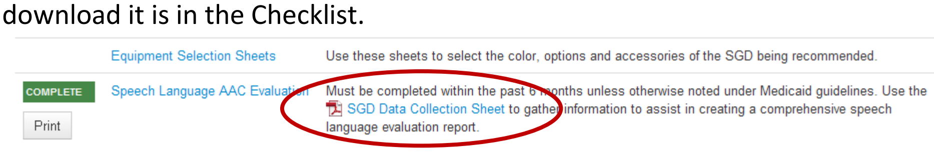


5. When Client Information is complete, you may submit it electronically to PRC's Funding Department or Print it and send it in with the packet.

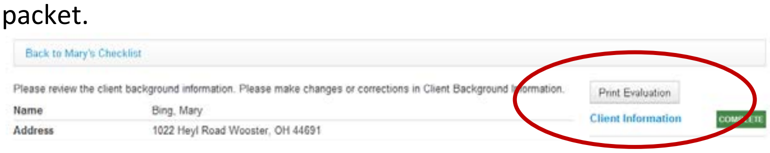
Please note: Some of this information is used by the .pdf forms in the checklist so this section should be completed first. If you change information in this section, you'll need to re-open any .pdf forms previously completed.

Speech Language AAC Evaluation

1. 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. COMPLETE
2. An SGD Data Collection Sheet is available to assist you in the evaluation process. A link to download it is in the Checklist.



3. 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

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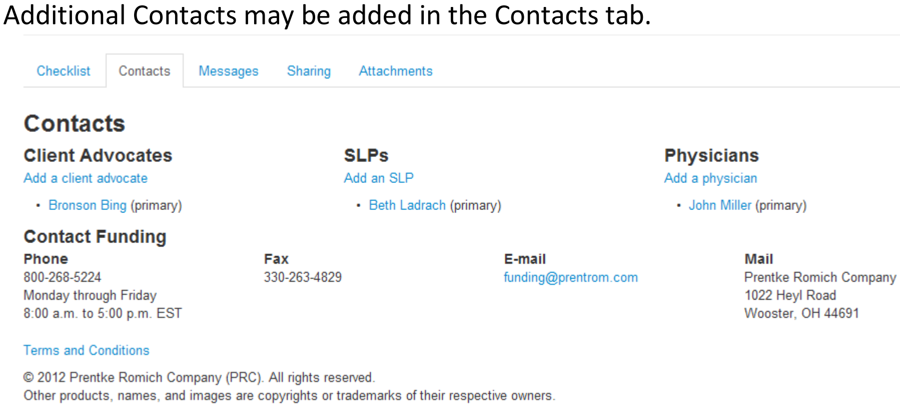
1. When a .pdf is completed and saved to PRC's secure website, a Last Saved date will be displayed in the Checklist.
2. If a document cannot be filled out electronically or saved to PRC's secure website, you'll need to print it out, complete it and send it in with your submission packet.

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.



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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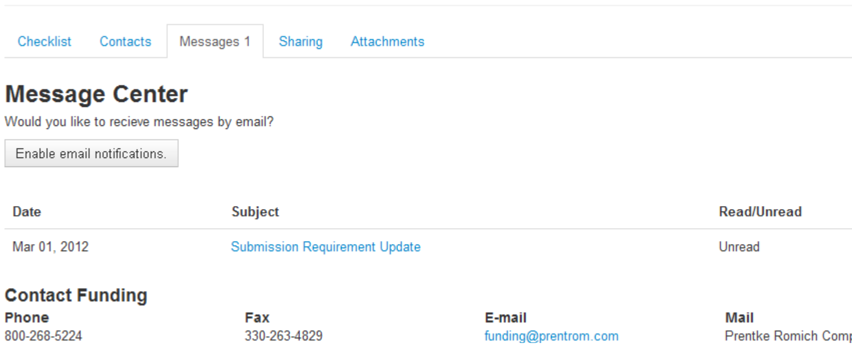
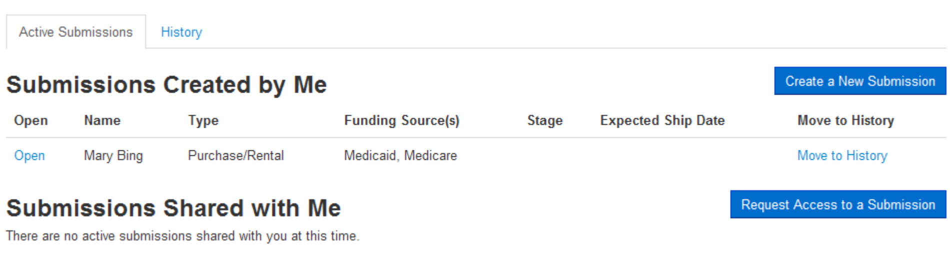


Sharing Submissions

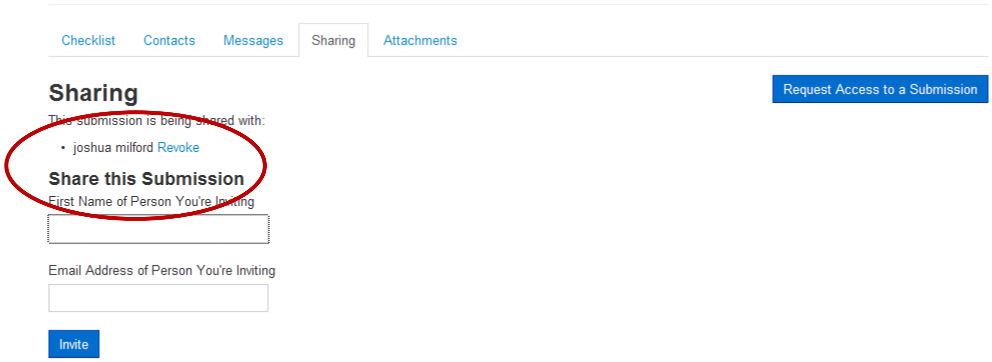
Submissions may be shared with the Client's family or other members of the team. Submissions are medical records so certain security measures are in place to protect the Client's information. Only the person who created the submission may share it with others. Sharing permission may be revoked by the 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.



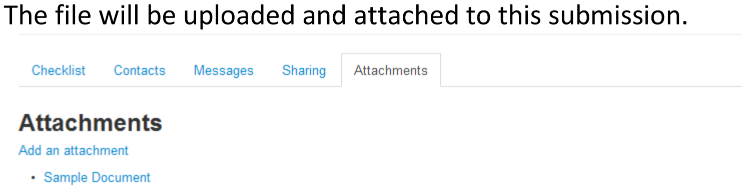
3. To share a submission, click the Sharing tab in the submission. Enter the first name and email address of the person sharing the submission. They will receive an email, inviting them to share this submission. They must know the name of the client and have an Account on PRC's website to accept the 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.



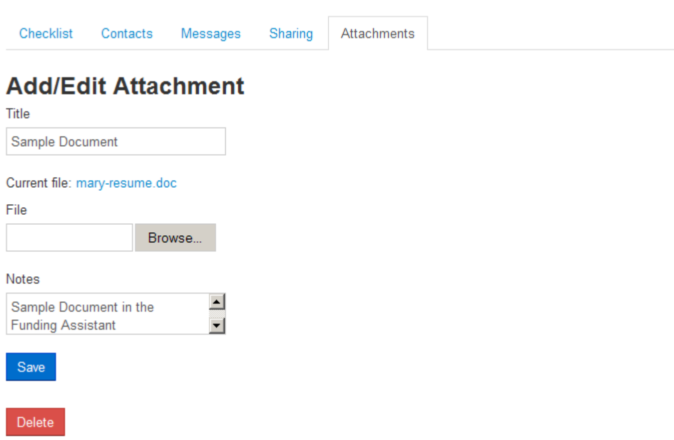
Submission Attachments

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.



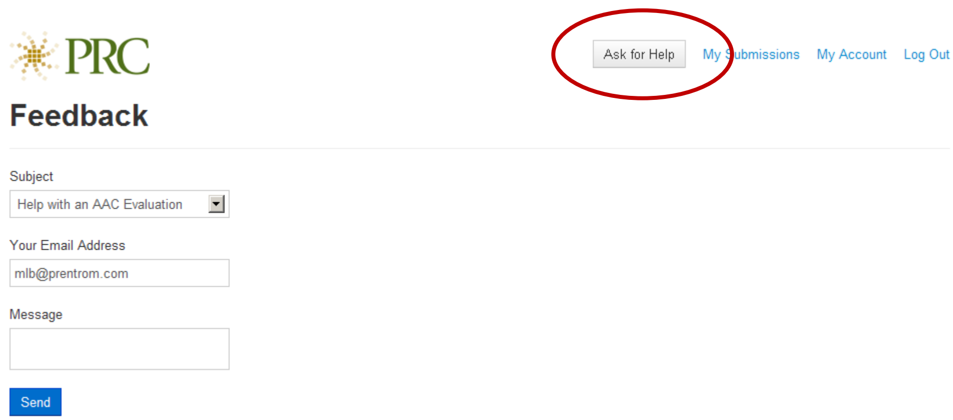
6. To edit the description, file or notes or delete the attachment, simply click on it.



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.

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.



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.