

Adding Clinical Supervisor to Encounters Quick Start Guide

Identify Clinical Supervisor in the Staff List

1. **Getting here:** Login, select **Agency**, select **Staff List** on the Navigation Pane (left menu) to generate the Agency Staff Search Screen.
2. Search for the clinical supervisor.
3. Click **Review** on the staff account in the Actions column.
4. Select **Staff Type** of **Clinical Supervisor**.
5. Enter clinical supervisor's National Provider Identification ("NPI") number in **National Provider ID**.
6. Click **Save** and **Finish**.

Home Page
Agency Contacts
Agency
Agency List
GPRA Discharge Due
GPRA Followup Due
Facility List
Staff List
Staff Profile
Contact Info
Staff Assignment
Staff Language
Staff Qualifications
Account Information
Other Identifiers
Staff System Usage
Staff Plan Profile
Tx Team Groups
System Usage

Agency Staff Search
Agency: Provider Training Agency
User ID:
Staff Active Indicator: Active
First Name: Last Name supervisor:
Access Category:
Clear Go

Agency Staff List
Add New Agency Staff Record

Reset Logon	Actions	Last Name	First Name	Agency	Email	Has System Access	# Days Since Last Login
	Review	Supervisor	Clinical	Provider Training Agency	jennifer.conrad@feisystems.com	Yes	32

Staff Profile
First Name: Clinical Middle: Last: Supervisor
Prof. Credentials: Gender: Female DOB:
Taxonomy
Category: Sub-Category: Specialty:
Email: jennifer.conrad@feisystems.com Staff Type: Clinical Supervisor
Social Security: Clinical Supervisor: AIS, Administrator
National Provider ID: 1111111111 Manager Name: AIS, Administrator
Title: Employment Type:
Start Date: 9/1/2014 End Date:
Dev Plan Date: Perf Rev:
Last TB Test Date:
Policies & Procedures Manual Reviewed? Yes Background Check Outcomes Acceptable? Yes
Required Background Checks Completed? Yes Last Performance Appraisal Process Participated? Yes
superv 12/7/2014 11:03 PM Cancel Save Finish

Add Clinical Supervisor to the Staff Profile of Billing Staff

1. Search for each staff member providing treatment services that does not have an NPI.
2. Click **Review** on the staff account in the Actions column.
3. Select the name of the clinical supervisor in the **Clinical Supervisor** field.
4. Click **Save** and **Finish**.

NOTE: The clinical supervisor must be added to each staff profile for staff rendering services that do not have a NPI. These steps allow a claim to be billed to Medicaid under the supervisory protocol where the supervisor's NPI will upload to the correct location on all claims.

Provider Training Agency, Treatment Location 1

Agency Staff Search

Agency: Provider Training Agency User ID:

Staff Active Indicator: Active

First Name: Last Name: Williams

Access Category:

Clear Go

Agency Staff List

Add New Agency Staff Record

Reset Logon	Actions	Last Name	First Name	Agency	Email	Has System Access	# Days Since Last Login
		Williams	Bryce	Provider Training Agency	brina.jensen@bpahealth.com	Yes	225
		Williams	Dennis	Provider Training Agency	williamsd@dhw.idaho.gov	Yes	

Review

Staff Profile

First Name: Dennis Middle: Last: Williams

Prof. Credentials: Gender: Male DOB:

Taxonomy

Category:

Sub-Category:

Specialty:

Email: williamsd@dhw.idaho.gov

Social Security:

National Provider ID:

Title:

Start Date: 1/1/2015 End Date:

Dev Plan Date: Perf Rev:

Last TB Test Date:

Policies & Procedures Manual Reviewed?: Unknown

Required Background Checks Completed?: Unknown

Staff Type: Clinician

Clinical Supervisor: Supervisor, Clinical

Manager Name: Supervisor, Clinical

Employment Type:

Comments:

Background Check Outcomes Acceptable?: Unknown

Last Performance Appraisal Process Participation?: Unknown

Cancel Save Finish →