**Log Notes/CPSE**

**Instructions for using “ENTER-CLAIMS”**

When using the ENTER CLAIMS system, your billing will be processed through that system. An invoice gets printed out through “ENTER CLAIMS” and that should be printed out and sent in monthly with the “monthly invoice” attached, parent signature page, any alternative signature forms and absence/makeup verification forms (all attached) and listed below.

* Parent Signature page (attached)-Please have this signed by the authorized signature and hand it in with your invoice and any other important forms.
* The Nassau County  Preschool “Alternative Signature” form (attached)
* The Nassau County Preschool “notification of extended non-delivery of service form” (attached)
* The new HASC invoice (attached)
* Absence/Makeup verification form (attached)
* The link to the enter CLAIMS webinar :

EnterClaims Webinar for **Therapists**: [**https://attendee.gotowebinar.com/recording/7676525571755905794**](https://attendee.gotowebinar.com/recording/7676525571755905794)