Helpful Hints for Accessibility

Indiana Vocational Rehabilitation Claim Payment System

This guide provides helpful hints for accessibility to use the Indiana Vocational Rehabilitation Claim Payment System. If you need additional assistance, please contact [vrvendor@fssa.in.gov](mailto:vrvendor@fssa.in.gov) or call 1-833-475-3061.

# General Suggestions

## Site Navigation

* Use **down arrows** to search tabs such as the **Authorization Search**, **Claim Search** and **Participant Lookup**.
* Follow **Headings** to determine when to select your location.

## Keys

* Use **Control**, **Shift,** ‘**E**’ to share your screen.
* Use ‘**H’** to move through Headings throughout the system
* Use **‘E’** key **=Edit**
* Use **Control, Shift, Right** arrowsto move through tables
* Use **‘B’** key**=**Buttons to select button within the system
* Use the **Tab** key to move to different fields within the system
* Use **‘T’** to access the table
  + Table commands: hold down **Control** and **ALT** key and use the **right**, **left**, **up** and **down** arrows to access the cells in the table.

# System Navigation

## Login and Passwords

* Copy and Paste the password sent from your email into the **Username** and **Password** fields on CPS Home Page.
* Use **‘E’** to edit fields, click **Enter**, **Tab** and **Enter**
* Or click ‘**E**’ until you get to the **Username** field, click **Escape**, click ‘**E’** until you reach the **Password** field.

## How to View an authorization

When logged in and on Vendor Dashboard page do the following:

* Go to **“What would you like to do?”** Edit field.
* Type in **Auth**
* Use **down arrow** and the first selection is **Authorization Search**
* Press **Enter** on **Authorization Search**

There is a **Heading** on the page that says **Authorization Search**. Under that heading there is an Edit field where you can enter the **Authorization Number**.

* Enter the authorization number in that field and press **Enter**

You are now on the page that has all the authorization information.

## Authorization Information

Authorization information is found in tables.

* Use **“T”** to access the table and table commands to navigate the table
  + hold down **Control** and **ALT** key use the **right, left, up and down** arrows to access the cells in the table
* Authorization Information in the table is as follows:
* From left to right in the top row is as follows: **Authorization Number, Participant, Participant DOB, Participant ID, Vendor, Vendor Contact, Vendor Tax ID, Authorization Begin date, Authorization End Date, Authorization Created Date, Procedure Code Description, Remaining Funds, Authorized Amount**.
* Under the top row is the corresponding information to each cell:
* For Instance: The **Authorization Number** is under the cell that states **Authorization Number**

## Claims

Users can add multiple claims for authorization, but a claim can **on*ly belong to one authorization****.* Claims can be added to an authorization until funds are expended or remaining funds equal zero **(0)**.

Claim information can be found in tables.

* On the **Claim Information** screen, there are headings on the claim page that are as follows:
* **Claim Information, Authorization Items, Edit Claim Item, Current Claim Details, and Supporting Documentation**
* On the **Claim Information** screen, under this heading, there is a table that lists the claim and amount, as well as the status of the claim
* Under the Claims Information table is a table that has **Participant information**, **Vendor information**, **Claim total and invoice number.**

Under the authorization items heading information is presented as follows:

* A table with the authorization line items with the associated information related to the authorization such as **Start and End Dates, Remaining Amount Auth** etc**. is presented**
* In the table where **Authorization Items** are presented, use table commands to go to the end of the row where you will find a hyperlink that states to **Add to Claim**.
* Press **Enter** on that link and this will take you to start editing the claim.
* Go the heading **Edit Claim Item**
* Enter information required, **Start and End dates** (Must match Authorization Line Items start and end dates), units etc.
* Go to **Save Claim** **Item** hyperlink and press **Enter**. This will take you back to the claim page. Continue editing line items.

## Supporting Documentation

Any supporting documentation can be added by doing the following:

1. Going to the **Supporting Documentation** heading
2. Picking the document type in drop down box, going to choose file button,
3. Choosing ‘**Yes’** or ‘**No**’ in the combo box for **“Additional Claims Expected for this Authorization?”**

When you have saved the claim using the ‘**B’** (button) ‘**Save Claim’**, you can review the claim information and go to the “**Submit** “button to submit the claim for payment.

## How to View a Claim

From dashboard page go to **Edit** field and type in the “**What would you like to do?”** field.

* Type in **Claim**
* Down arrow to **Claim Search** and press “**Enter**”

There is a heading that reads **Claim Search**, under that heading are edit fields to enter the **Authorization Number**, **Invoice Number**, or **Claim Number**.

* In the claim number edit field, enter the claim number and press enter, this will take you to that claim.