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How to Make Sure Your Sessions are Converted on Time

What is "converting your time"?

Converting time is in reference to the process of changing your scheduled session time in Central Reach to a timesheet. It confirms the session took place at the time/place on the schedule. Once converted, this gets pulled into payroll and billing

Why do you need to convert your time?

- *Converting your time within 24 hours will ensure that you are paid*
    - Scheduled sessions are NOT pulled for pay. Only when a session is converted is it changed into a timesheet to be paid.
        - How to check converted sessions
- Ensures the billing can be sent out on time
- Minimizes denials
    - If billing is sent late in increases the likelihood of getting duplicate claims. When claims are denied, it makes it possible that we can not continue services for the learner.
- Accurately shows utilization of codes/hours in CR for others to bill

How do you convert your time?

- Schedule icon - view my calendar - hover cursor over the appointment - click on the lightning icon in the top left corner of that session - Verify the time/date/client name and location are correct
- **DO NOT** change the number shown on "Units of service"
- **DO NOT** change any other default information
- For location, please select home for home funded services, and school for school funded services.
- Enter your session notes
- Select "provider signature" to print and sign your name
- Click on "Collect client signature" (if available) - hand the parent/guardian your tablet so they can sign their name. (when possible in NJ & always in PA)
- Once the parent has signed, they will hand the tablet back to you - click save!

Tips and Tricks for Remembering to Convert your Timesheet

- Convert during the last 15 minutes of your session so it doesn't take additional time out of your day and can be included as part of your session.
- Set a reminder on your Google Calendar. This can be done with a recurring task or event.

- Set a recurring smartphone alarm.
- Habit stack: take a habit that you practice everyday and pair it with your timesheet conversion. For example, if you always check off a “To Do” list, add it to your to do list.
- Add a desktop icon to your computer that leads you directly to CentralReach.
- Make the CentralReach login page your home login page so that it is the first thing you see when you open your computer.
- Schedule a recurring reminder e-mail to go out to yourself each day.
- Add a bookmark to your homepage to make the login easily accessible.
- Put a post-it note next to your toothbrush or on your bathroom mirror that reminds you to convert your sessions before going to bed.
- If possible set up a peer contingency, ask a coworker if you both could send reminders or check ins with each other to help keep accountability
- Report out to your executive coach daily or weekly