Instructions for Using the AuthentiCare Phone System
TA Waiver

Worker Name _____Worker ID#_____

*Use of an authorized phone while using the following call-in system is mandated by the State of Kansas. If an authorized phone is unavailable for use, workers must use the AuthentiCare 2.0 phone application. *

Instructions to Check-In:

- Dial 1-800-903-4676 from the individual's touch-tone phone.
- Enter your worker ID number, followed by the # sign when prompted.
- Press 1 for Check-In.
- You will then hear the name of the individual you are there to assist. If it is correct, press 1. ***If the system asks for the "Client ID," you are <u>not</u> using an authorized phone.**
- You will hear the system say, "if you know your service number, enter 1, otherwise press #." If you press the # key, the system will start listing the services. **Press the appropriate service code number on the phone keypad that pertains to the service you are there to work for.**
  - ❖ **TA PCS, Service Code: 106**
- KS AuthentiCare will then repeat back your name, the individual's name, and the service to be provided. If this is all correct, press 1. If the information is not correct, press 2 and you will be able to correct the information before you finish the call.
- If the information is correct, you will be told that the check-in was successful at (states the time). At this point, you will be instructed to press 2 to end the call.

Instructions for Check-Out:

- Dial 1-800-903-4676 from the individual's touch-tone phone.
- Enter your worker ID number, followed by the # sign when prompted.
- Press 2 for Check-out.
- If you fail to check in, the system will read the individual's name back to you. You will also be asked to select a service (refer to the list above).
- If you provided PCS services, you'll be prompted to enter activity codes, one at a time, each followed by the # sign. Once you have entered all the activity codes, press 8 to continue to the next step.
- At the end of the call, the system will ask for an "Observation Code". Press 8 to bypass.
- KS AuthentiCare will repeat back your name, the individual's name, and the service you provided. If this is all correct, press 1. If not, press 2 and you will be able to correct the information before you finish the call.
- If the information was correct, you will be told that you have successfully filed your claim and the time. Press 2 to end your call.

See back for Activity Code List

Activity Code List

Service	Includes	Code	Service	Includes	Code
Lifting	Lifting/Body Mechanics/ Transfer/Position	41	Glucometer	Glucometer Use (blood sugar monitoring)	55
Personal Care	Dressing/Bathing/Hair/Oral/ Skin/Nail	42	Vital Signs	Vital Sign Monitoring (Temp, BP, Pulse Ox, Resp.)	56
Nutrition	Diet/Nutrition Prep/Clean-up	43	NG	NG/GT/NJ Feeding and Care	57
Toileting	Toileting/Diapering/Personal Adjustment	44	Catheter	Catheter Care/Recording input & output	58
Housekeeping	Housekeeping/Nursing	45	Enema	Enema/Suppository Insertion	59
Ambulation	Ambulation Technique Assistance	46	Range of Motion	Range of Motion Exercises	60
Medication	Medication Administration	47	Documentation	Documentation/ Record Keeping	61
Oxygen	Oxygen Administration	48	Recreation	Recreation/ Socialization	62
CPR/First Aid	(same)	49	Transportation	(same)	63
Emergency	Emergency Procedures	50	Hearing	Hearing Impaired Assistance	64
Tracheotomy Care	(same)	51	Visual	Visually Impaired Assistance	65
Seizure Control	(same)	52	Communication	Communication Technique Assistance	66
Infection Control	(same)	53	Behavior Modification	Behavior Modification Technique Assistance	67
Suction	Suction Machine Use	54	Other	(same)	68