

## PROD - Provider Detail

This screen is used to display, modify or add information about a specific provider. This screen is primarily used for non-licensed, non-contracted provider details.

```
CAFSPROD                PROVIDER DETAIL                07/06/2016    10:42
USER ID : C74142SW MODIFY
PROV NO : 0001054 000      PROV NAME: FINKLE FOSTER HOME

AGENCY/PROVIDER NAME : FINKLE FOSTER HOME
      ABRV NAME : FINKLEFH      CPIS PROVIDER      : N
      FISCAL AUDIT DATE :      CPIS NOTIFY      : N
      TERMINATION DATE :      PROVIDER COUNTY : 025 LEWIS &
      TERMINATION REASON :      ORIGINAL DATE EO/AA :
                                EO/AA DESK AUDIT :

      CPIS EMAIL :
WARRANT ADDRESS
NAME      : FINKLE FOSTER HOME
LINE 1   : 345 FARKLE RD
LINE 2   :
CITY/STATE : HELENA                MT
ZIP      : 59601 -                COUNTY: 25
FOREIGN ADDR:
COUNTRY  :
CANDN PROVNC:
TELEPHONE : 406 443-1234
START DATE : 01/01/2012      END DATE: 99/99/9999

                                PATH: _
```

**Field Descriptions** (F12) indicates code lookup is available.

*\*NOTE: CPIS stands for the CAPS Provider Inquiry Submission system and is an online invoice/payment system for providers and Central Office staff. If a provider wishes to utilize CPIS for invoices and payments, contact Central Office.*

### PROV NO (F12)

If a provider was selected on the PROL (Provider List) screen with inquire or modify this field will display the provider number of that provider. You can also manually enter the provider number in this field if PROD is accessed directly.

### PROV NAME

This field will display the name of the provider whose provider number is entered in the PROV NO field. *Provider names can be changed on the PAKD (Provider/Facility AKA Detail) screen.*

### AGENCY/PROVIDER NAME

Enter the name of the agency or individual providing services. *After update, provider names can be changed on the PAKD (Provider/Facility AKA Detail) screen.*

*ABRV NAME*

Enter the abbreviated name of the agency or individual providing services. *After update, abbreviated names can be changed on the PAKD (Provider/Facility AKA Detail) screen.*

*CPIS PROVIDER (F12)*

This field will display "I" if the provider receives payment information and invoices online through the CPIS system, "P" if the provider only receives payment information through the CPIS system or "N" if the provider is not currently utilizing the CPIS system.

*FISCAL AUDIT DATE*

This field will display the date of the most recent audit for the provider.

*CPIS NOTIFY*

This field will display "Y" (yes) if the provider has chosen to receive email notifications regarding pending CPIS invoices or "N" (no) if the provider has chosen to not receive email notifications regarding pending CPIS invoices

*TERMINATION DATE*

This field will display the date a termination reason was entered for the provider.

*PROVIDER COUNTY (F12)*

Enter the county where the provider is located.

*TERMINATION REASON (F12)*

Enter the reason why the provider is being terminated. *You cannot terminate a provider if they have clients with open services.*

*ORIGINAL DATE EO/AA*

This field will display the date of the original equal opportunity/affirmative action audit for the provider.

*EO/AA DESK AUDIT*

This field will display the date of the most recent equal opportunity/affirmative action audit for the provider.

*CPIS EMAIL*

If the CPIS NOTIFY field displays "Y" (yes), this field will display the email address that any CPIS notifications will be sent.

*NAME*

Enter the warrant name of the provider. *After update, warrant names can be changed on the PAKD (Provider/Facility AKA Detail) screen.*

*LINE 1*

Enter the street or P.O. Box address information.

*LINE 2*

Enter additional information, such as "in care of" information for the address.

*CITY/STATE (F12)*

In the first field, enter the city where the address is located. In the second field, enter the state where the address is located.

*ZIP*

Enter the zip code of where the address is located. The four character zip code extension can also be entered.

*COUNTY (F12)*

Enter the county where the address is located. *This is only required for addresses within the state of Montana.*

*FOREIGN ADDR*

Enter additional foreign address information. *If this is a foreign address, ADDRESS 1 and CITY will still be required.*

*COUNTRY (F12)*

Enter the country where the address is located. *This is only required for addresses outside the United States.*

*CANDN PROVNC (F12)*

Enter the province where the address is located. *This is only required for addresses where the country listed is CANADA.*

*TELEPHONE*

Enter the primary phone number for the provider. You must enter the area code.

*START DATE*

Enter the start date for the address.

*END DATE*

Enter the end date for the address if the address is no longer valid.

**Additional Information**

To reopen a terminated provider press SHIFT + F1 and then SHIFT + F4 to confirm.