mosai™

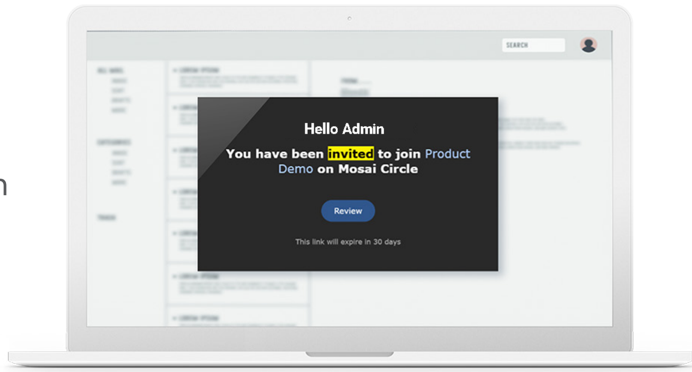
Circle Practice Quick Start User Guide

Getting Started with Circle Practice

Once your practice's account is created, check your inbox for an email from donotreply@forcura.com and click sign up to begin the registration process.

After clicking sign up, you'll be taken to the registration page and prompted to create a password and enter in your mobile number.

Completing those steps will grant you access to your Circle Practice account.



Account Set Up

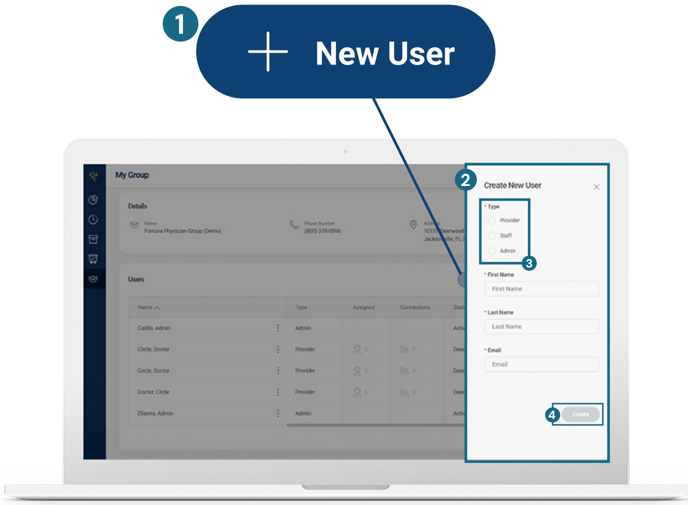
Recommend Users to Invite:

All signing providers	Billing Staff	Medical Assistant or Nurses
Sign off on home health orders	Manage and bill for codes G0179 and G0180 – for reimbursement – CPO	Order pre-approval, rejection, and uploading to EHR

Creating a New User:

- Navigate to the My Group tab. Select the (1) + New User button and a (2) fly-out panel will appear on the right side of the screen.
- Select the (3) user type you wish to create – provider, staff, or admin
- Input the required fields

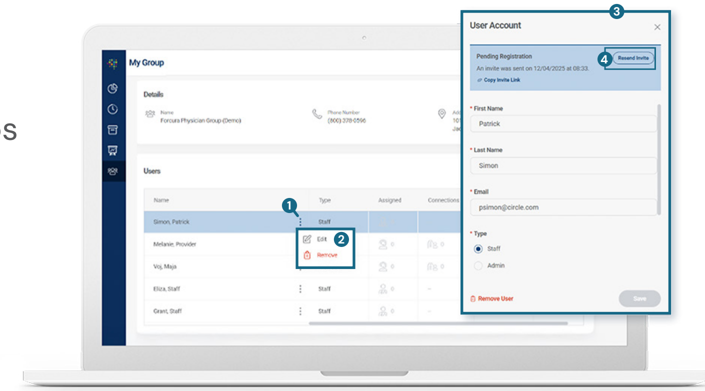
Once all fields are filled in, click the (4) create button. This will send an invitation to the user also from donotreply@forcura.com. The invite could take up to 1 minute to be sent.



Managing Invitations:

Invitations expire every 30 days, follow these steps to resend them as needed.

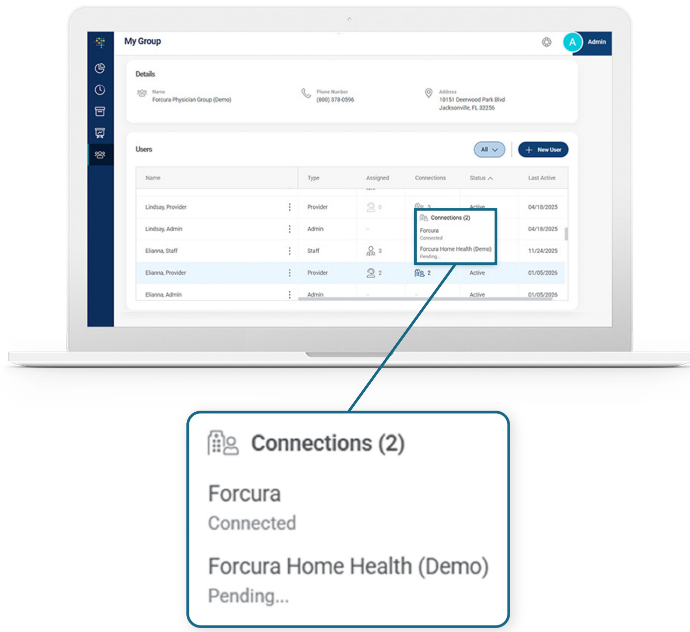
- Edit the user's profile by clicking the (1) ellipsis then (2) edit. A (3) panel will appear on the right-hand side of the screen, and you will have the option to (4) resend the invitation.



Connecting with Home Health

When your providers accept their invitation and register for their account, you will then be able to see which home health agencies you can connect with, represented by the "connections" column.

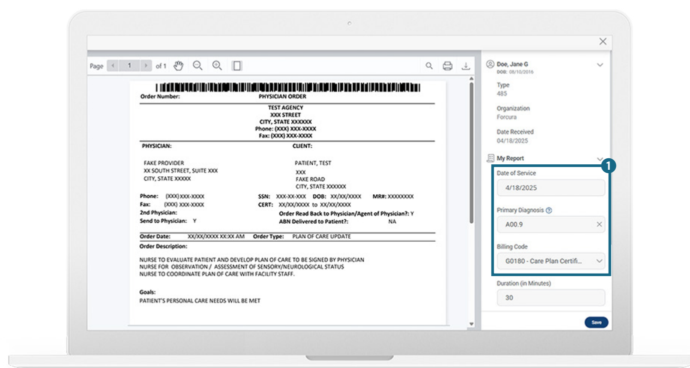
- Hover over the connections icon and the list of home health agencies and their connection status will appear.
  - **Pending:** Home Health agency has not accepted the request, follow up may be needed.
  - **Connected:** Home Health agency has accepted the request; all orders will flow through Circle.



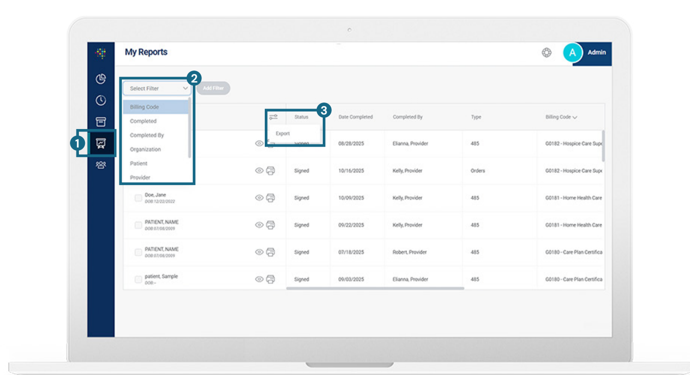
Billing for Care Plans

Utilizing Circle's Care Plan oversight feature, your organization can earn additional revenue.

- Billers can access and organize the care plans to submit for reimbursement.
- (1) Circle will automatically generate the date of service, primary diagnosis, and billing code once the order is signed.
- You can access the fields by reviewing an order.



- Visit the (1) MyReports tab to (2) filter the report by billing code, provider, or patient.
- (3) Export and organize this information into an Excel spreadsheet



Tips

Bookmark the website to access it outside your notification schedule www.circle.myforcura.com.

When your providers register, send them this tutorial to get them started.

Assign staff members to providers to ensure they can review or reject orders (edit users → staff).

To review orders before the provider signs off on them, set your notification schedule ahead of theirs.

- To do this, click the ellipses next to the user's name → edit more options → notifications

Unfamiliar names: some agencies have DBAs (doing business as) and may be listed differently than you may be familiar with.

If your connection approvals are taking longer than anticipated, reach out directly to the agency to follow up.

- If you have reached out to the agency and your connections are still pending, escalate to circleteam@mosai.com and they will route it to the correct team.