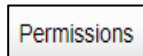# Jefferson Parish Medicaid Consent Posting

Entering Medicaid Consent Permissions: Single Student at a Time

1. In Student Master, locate the student using the "**Find**" button or "**Search**" box.
2. Click on the "**Permissions**" tab at bottom. [Permissions]

3. Click in the first row "**Permission Name**" cell. Select "**Medicaid Consent**".
4. Select either "**Yes**" or "**No**".
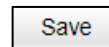   a. "**Yes**" for Medicaid Consent given.
    b. "**No**" for Medicaid Consent refused.

5. If a note about the permission is needed, click in the "**Comment**" cell and type in a very short note.
6. <mark>Click the "**Save**" button at the bottom to store the information.</mark> [Save]

7. "**Find**" or "**Search**" for next student and repeat.
    a. **Note**: You don't have to go back to the Demographic tab to "Find" or "Search" for the next student. Just stay on the "Permissions" tab to work faster.

Entering Medicaid Consent Permissions: Multiple Students at a Time

1. In the navigation area on the left, go to **Student Master** > **Loaders** > **Custom Permissions Loader**
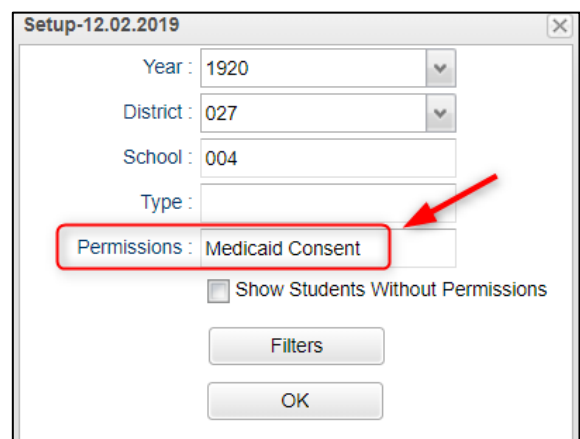   OR
    In the upper left "**Search**" box, enter "**Custom Permission**" and select "**Custom Permissions Loader**".
2. At the setup box, verify **Year** and **School**.
    a. Click in the **Permissions** field and select "**Medicaid Consent**".
    b. Click **OK** button.

3. If any students have already been marked with a permission, they will show on screen.
4. Group the paper responses received by "**Yes**" and "**No**".

5. Process any "**Yes**" responses:
   a. Click the "**Mass**" button at the bottom. On the next screen, click the "**Students**" field.
   b. Select the students who have a "**Yes**" response, then click **Ok** to close the student select box.
   c. Tap the "**Next**" button at bottom.

d. Click "**Type**" and select "**01 Student**". Click "**Permissions**" field and select "**Medicaid Consent**". Click "**Value**" and select "**Y**" for "Yes".
e. Click the "**Post**" button.

f. At the confirmation box, click "**Yes**".
g. The students who have just been posted with a "Y" will now appear on the screen listing.

Next page, please…….

6. Process any "**No**" responses:
   a. Click the "**Mass**" button. Tap the "**Students**" field.
   b. Select the students who have a "**No**" response, then click **Ok**.
   c. Tap the **Next** button at bottom.

   d. Click "**Type**" and select "**Student**". Click "**Permissions**" field and select "**Medicaid Consent**". Click "**Value**" and select "**N**" for "**No**".
   e. Click the "**Post**" button.

   f. At the confirmation box, click "**Yes**".
   g. The students who have just been posted with a "N" permission will now be added to the screen listing.