

## GUIDE TO ISSUING FMNP BENEFITS USING M-SPIRIT

1. Open the participant's file in CLINIC.
2. Provide the FMNP Disclaimer and Rights and Responsibilities form to the participant to review.
3. Once the participant's file is open you will need to click on "Participant Activities" in the upper left hand corner.
4. Next, you will need to click on "Issue Breastfeeding Item." This will come up next to "Breastfeeding" in the drop down box.
5. Once you have done this you will see a box appear with the caption at the top "Issue Breastfeeding Items to (participant's name)"
6. You will now need to click on "add" at the bottom left hand corner. You will see "Add Breastfeeding Item."
7. Select "Farmers' Market Pre-Printed Check 2016 Season – breastfeeding supplies."

Below this you will see a place to enter the FMNP benefit number. It is listed as "ID."

**Now, it is important to note that while you will be issuing six benefits (\$30.00 worth) to each eligible participant you will only be entering one serial number in M-SPIRIT. It is critical that you enter the correct number. Once you have entered this number M-SPIRIT will automatically assign the next five serial numbers after this one to that participant. The advantage here is that you only have to enter one serial number and you are done – for that participant.**

8. Go ahead and enter the first FMNP serial number in the series into this field. Once you have finished click "OK."
9. When you have completed this step you should see the serial number in the ID box.
10. You will now click the "OK" button on the lower right hand corner of the screen. You will see a box that says "Capture Electronic Signature."
11. Make sure that you have a signature pad attached to your computer.
12. Before the participant signs for the benefits please ask the participant if there are any questions about the disclaimer form.
13. Click on "Capture Electronic Signature."
14. Once the participant signs for the benefits click on "Save Signature."

This completes the process.

A word of caution: Please be careful in entering the serial number. If it is not entered correctly M-SPIRIT will not let you proceed.

## **ADDITIONAL TRAINING**

### **WHAT TO DO IF YOU ACCIDENTALLY ISSUE THE PARTICIPANT THE WRONG SERIAL NUMBER**

In the event you accidentally issue the participant the wrong serial number there is a way in M-SPIRIT to make a correction.

Here are the steps:

1. Go to the participant's file and click on "Participant Activities."
2. Next, go to "Breastfeeding" and select "Item Issuance History"
3. You will see a box appear that has the title: "Breastfeeding Item Issuance History for (participant's name)." In this box you will see a list of items:
  - Breast Pumps
  - Breastfeeding Kits
  - Breastfeeding Supplies

Select "Breastfeeding Supplies" then click on the "Search" tab.

4. Once you click "Search" you will see a box appear that has the serial number for the benefit that was issued incorrectly. It will also show the date this was issued.
5. At the bottom left hand corner you will see the tab "Return Pump." Select this tab.
6. A box will appear that has the title: "Confirm Returned Item." There is also a box that says "Reason Returned." In the drop down menu select "No Longer Need the Item."
7. Once you have done this click on the "OK" tab at the bottom right hand corner.
8. It will show that the benefit was "returned" and the date it was returned.
9. This concludes the process.

You can now go back and issue the correct benefit to the participant.

### **WHAT TO DO IF YOU ENTER BENEFITS OUT OF SEQUENTIAL ORDER**

When issuing benefits you normally would need to enter just the first serial number in the series and M-SPIRIT would assign the remaining five in the series to the participant. If the numbers are out of sequence then you will need to enter all six for that participant.