

April 24, 2014

EFM TIP: Employer Service Code Void Function

Geographic Solutions has added a void option to the Employ Florida Marketplace for Employer Service Codes. As stated in the [Changes to and Deletion of Service Codes, Activity Codes and Case Notes](#) memo dated October 18, 2013, staff should void rather than delete an activity or service code that is entered in error. Staff should case note the reason for voiding the activity.

To void a service code, login to [Employ Florida Marketplace](#) and follow the steps listed below.

1. Select *Manage Employers*.
2. Select *Assist an Employer*.
3. Type the employer's name in the *Employer Name* box.
4. Select the appropriate employer.
5. Select *Staff's Profile*.
6. Select *Case Management Profile*.
7. Select *Activities*.
8. Select *Service Plan*.
9. Select *View* beside the appropriate service that needs to be voided.
10. Select *Completion Code*.
11. Select *Void*.
12. Save the change.
13. Select *Add a New Case Note*.
14. Case note the reason you are voiding the service code.
15. Save the case note.
16. As a precautionary measure, click *Save* on the service code screen.

Please share this information with the appropriate staff members.

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