

EI Hub Cheat Sheet:

Entering an NPI # for Service Logging:

1. User Profile: **EIO/D or ISC/OSC**

2. Under tab

a. Select

b. Find Child you are working on and select

3. Select Tab across the top.

4. Select Tab on the left-hand side.

5. Select

6. NPI Look-up: **1801914973**

a. Click Search

b. Choose Select

i.

c. Prescriber Name, NPI Number, Taxonomy Code with auto-populate.

d. Under Active Service Information choose the SA you are entering this in for

i. **i.e. Initial Service Coordination or Ongoing Service Coordination**

e. Enter Service Prescribed

i. **Service Coordination-Initial or Service-Coordination-Ongoing**

1. Service Type and Authorization will auto-fill once you begin typing

ii. ****note new authorizations have a LETTER then number (ie: A12345678)**

f. Enter Prescription Provided

i. **Institutional Medicaid Provider**

g. Enter Start Date

i. **Start of SA**

h. Enter End Date

i. End of SA

7. Select