

EI Hub Cheat Sheet:

Service Logging Creating a new Note:

*All Service Logging will take place in the Service Logging Module. When on the main sign in page please select Service Logging **NOT** Case Management. All other EI Cheat Sheets take place in the Case Management Module.*

1. Under choose
 - a. Utilize the Search Field to find the child you want to add a note for

Graphical user interface, application Description automatically generated
 - b. Ensure that the SA is active by checking there is a number as well as the start and end date. If you are entering a note as an ISC ensure the SA is for Initial Service Coordination, and if you are entering a note as an OSC ensure the SA is for Ongoing Service Coordination.

Note: The reasons for an Active Authorization number not being present could be that the authorization is in a draft IFSP or has not been accepted. Please check before writing any notes. Also remember that there must be an NPI number attached to each authorization as well as an ICD-10 code being recorded for the child.
 - c. Under the child select the Enter SC by Auth
 - d. A pop-up screen for will open.
 - i. Date: **Enter Date of Note**
 - ii. Start Time: **Enter Start Time**
 - iii. End Time: **Enter End Time**
 - iv. Diagnosis: **Select the box for an ICD-10 code**

Note: For all ISC notes the code you should be using should be the original code added on the child, not the code that determined eligibility. In most situations this code will be Z13.40. If the child came with an ICD-10 code upon referral that code would be used.
 - v. Visit Code: **Select the type of visit/note**
 - vi. Location Type: **Will autopopulate to locations listed on the SA**
 - vii. Form: **SC General Template**
 - e. The next section will appear once you select your note form as well as the type of visit (can copy and paste any free type sections)
 - i. Service Coordinator Type: **ISC or OSC**
 - ii. Contact Name: **Identify who contact was (can select multiple options)**
 - iii. Identify Participant: **Name of who you spoke to (can be multiple people)**

iv. Purpose of Contact: **Enter one of our Note Labels (see Note Templates)**

v. GeneralNotes: **Free write synopsis of contact or utilize a note template (see Note Templates)**

vi. Select

Note: As you are working on the note it will Auto-save for you. If you cannot finish the note at any time you can save as draft and exit by choosing the Actions button on the top or bottom of the page. Select Save Draft and Close and the note will go into your Drafts section to work on later.

f. You will be taken to the page

g. Under the Tab

i. On the bottom you will sign the note by selecting

1. Follow prompts to sign, type your name, check the box “I certify...” and click Done Signing.

h. Select

i. More tabs will appear across the top next to Form History

ii. Select

1. Download and print note for you to sign and place in Chart