EI Hub Cheat Sheet:

Entering an NPI # for Service Logging:

1. User Profile: EIO/D or ISC/OSC
2. Under  tab
   1. Select 
   2. 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**
   1. Click Search 
   2. Choose Select
      1. Graphical user interface, text, application, email

         Description automatically generated
   3. Prescriber Name, NPI Number, Taxonomy Code with auto-populate.
   4. Under Active Service Information choose the SA you are entering this in for
      1. **i.e. Initial Service Coordination or Ongoing Service Coordination**
   5. Enter Service Prescribed
      1. **Service Coordination-Initial or Service-Coordination-Ongoing**
         1. Service Type and Authorization will auto-fill once you begin typing
      2. **\*\*note new authorizations have a LETTER then number (ie: A12345678)**
   6. Enter Prescription Provided
      1. **Institutional Medicaid Provider**
   7. Enter Start Date
      1. **Start of SA**
   8. Enter End Date
      1. **End of SA**
7. Select 