Questions? Please email Lisa Waterman at lwaterman@mt-schools.org

Directions for Entering Non-Billable Entries into the Service Portal:

❋❋TIP❋❋ To enlarge the screen hold Ctrl/+, or Ctrl/Shift/+=

WIZARD: Enter your Non-Billable Note or Service

❖ Remember that the service portal determines which claims to send to Montana Medicaid. If a service is performed that would be considered Billable for a Medicaid Eligible student, the service should be entered as Billable for ALL students, regardless of eligibility.

❖ If a service is NOT listed in an IEP, it is considered Non-Billable. You can use a Non-Billable Entry

❖ Non-Billable entries are for documentation by a provider for things such as PIR days, student absence, provider absence, fire drills, and parent meetings.

❖ Non-Billable entries are entered through the same Wizard as Billable entries

❖ They can be entered individually, as part of a group, or for multiple days

How to Enter the Non-Billable Log

❖ **Click: Wizards** in the upper right of the home page

❖ **Select** Service Log by Student Wizard

Wizards

Service Log by Student Wizard
Use this wizard to enter service logs for students on your caseload.

INDIVIDUAL Non-Billable Service Logging

This is to record a student note, non-billable service, or absence.

❖ **Select Days you are logging the Non-Billable note or service**

❖ Then click Next

Enter the Specifics

❖ Service Date is populated according to your calendar choice, but can be changed
❖ The Service Type is NoProc Non-Billable
❖ Required fields display a red asterisk
❖ Make notes in the Comments section and choose an explanation under the Areas Covered/Assessed
❖ Make sure to save your log

Service Date*
11/7/2017

Service Type*
NoProc Non-Billable

School
Example School

Start Time
: ○ AM ○
PM

Location
03-School

Duration H:MM
:

Prescribed **Delivered**
Duration (min) 0   0

IEP Program

IEP Start Date	Service	Service Start Date	Service End Date	Service Frequency
		There is no IEP information for this student for this service date		

IEP Goals and Objectives

Comments
Describe the Non Billable entry. This is where you can make a note about a conversation with a parent, explain that there was a fire drill and no service on this date, or any other notes you want to keep for this student on this date.
Make sure to make a selection below!

Areas Covered/Assessed*
☐ Student Absent   ☐ Provider Absent   ☐ Other
☐ Student Not Available ☐ Provider Not Available