Dear Provider: 2019 was a great year for O’Brien Speech! We moved into our fantastic new office space and, thanks to everyone’s hard work, we are busier than ever.

With this expansion, it has become even more important that the billing systems we have in place are followed. Billing sent to us that is incomplete or illegible will be sent back to you for corrections.

Please take a few minutes to read through these instructions and contact Laura with any questions you may have.

**Billing due dates for 2020:**

Feb 1-14 billing due by Feb 19

Feb 15-29 billing due by March 4

March 1-13 billing due by March 18

March 14-31 billing due by April 6

April 1-15 billing due by April 20

April 16-30 billing due by May 5

May 1-15 billing due by May 20

May 16-31 billing due by June 5

June 1-15 billing due by June 19

June 16-30 billing due by July 6

July 1-15 billing due by July 20

July 16-31 billing due by Aug 5

Aug 1-14 billing due by Aug 19

Aug 15-31 billing due by Sept 7

Sept 1-15 billing due by Sept 21

Sept 16-30 billing due by Oct 5

Oct 1-15 billing due by Oct 20

Oct 16-31 billing due by Nov 5

Nov 1-13 billing due by Nov 18

Nov 14-30 billing due by Dec 7

Dec 1-15 billing due by Dec 21

Dec 16-31 billing due by Jan 5, 2021

**EARLY INTERVENTION:**

EI billing is due every two weeks and consists of a properly filled out spreadsheet (sample attached) complete with accurate service authorization numbers as well as your rate and total due and your session notes. Each date should show the time of service, i.e. 10:30am-11:15am.

Service authorizations are found in NYEIS. If you are unable to login and see your cases, contact Laura and she will assist you. Every provider needs to keep track of their authorization start and end dates as well as the units available. If you take a case from another provider, please make sure you know how many units that provider has already used.

Laura must enter all EI billing within 90 days of date of service into NYEIS or O’Brien (and the provider) will not be paid. This includes billing that is “kicked-back” due to errors. Note that Laura needs adequate time to process the billing.

**PRESCHOOL:**

PS billing is due once per month and consists of a spreadsheet along with a signature log (attached). Your attendances are to be entered by you into the CPSE Portal and signed weekly. Please do not enter attendances without notes or leave them unsigned in the system.

If you are unable to see your cases in the Portal or need a login, please contact Laura.

**SCHOOL AGE:**

SA billing FOR EVERY DISTRICT OTHER THAT SOUTH HUNTIGTON consists of a spreadsheet along with your signed session notes (blank sample attached). \*NEW PROCEDURE\* the spreadsheet for SA is now calculated by the HOUR not the SESSION. The spreadsheet must also have the IEP mandate of each service (i.e. OT 1:1 30 min 2x/wk). Attached is an updated spreadsheet for SA billing.

To calculate your amount due, add up the service minutes, divide by 60 then multiply by your rate. For example, if you provided 35 minutes of service for Jane Doe on Jan 5, Jan 7, Jan 8 & Jan 10, that would be 35x4 = 140 minutes divided by 60 = 2.33 hours x $60/hr rate = $139.80 due.

For cases in the South Huntington UFSD, your billing consists of your spreadsheet, the Monthly Related Service Attendance Log (attached) and the signed printout from Frontline IEP Direct "Summary of Related Service Session Notes". Be aware that SHUFSD requires that your attendances be entered into Frontline within 10 DAYS OF THE SERVICE DATE.

To produce the report needed, go to Frontline, click on left "My Students" then "Jon Doe" then on left click on "Letters & Reports" then scroll down and check "RS Log - Summary of Related Service Session Notes with CPT Codes (In-District Services)" and click "Process" button at top right. Select the dates, type of service, all log types, O'Brien Speech on the long list of provider names (or your name if there), and "yes" to "Please Include USO/UDO Notes". Then hit the "Next" button at the top right.

After the report processes, you'll see a PDF (red/white) button to left of report name. Click it and print out report. You'll have to sign it by hand and fill in your license/NPI#. Then you can scan it over to me.

SHUFSD is still working on the Frontline login issue and we will notify you with your new login soon.

HUFSD is due every two weeks, every other District’s billing is due once per month.

The preferred way to hand in billing is to scan and email it to Laura in one email with as few attachments as possible. You may also fax it to 631-423-7706, mail it to O'Brien Speech, Language & Learning at 7 High St., #201, Huntington, NY 11743 or drop it off here at the office.

DO note that all the paperwork must be submitted at the same time. Please do not send paperwork separately or one part via email and one via US mail. If paperwork is incomplete, it will be returned to you.

These guidelines are in place in order to allow Laura to bill out to the School Districts, County and State as quickly and as error free as possible so that we can pay you as quickly as possible.

Please do not hesitate to contact me or Laura with any questions or issues. Thanks again for your attention to these instructions as well as your dedication to improving the lives of all the children we service.

====================================================================== Hi Heather: Billing generally consists of a spreadsheet, session notes and Teletherapy or other parent signature logs (as applicable). Each age group and School District have their own quirks. All forms are found on our website, let me know if you can't access any of them. It's a bit confusing, so feel free to ask me questions.

**Billing due dates for 2020:**

July 1-15 billing due by July 20

July 16-31 billing due by Aug 5

Aug 1-14 billing due by Aug 19

Aug 15-31 billing due by Sept 7

Sept 1-15 billing due by Sept 21

Sept 16-30 billing due by Oct 5

Oct 1-15 billing due by Oct 20

Oct 16-31 billing due by Nov 5

Nov 1-13 billing due by Nov 18

Nov 14-30 billing due by Dec 7

Dec 1-15 billing due by Dec 21

Dec 16-31 billing due by Jan 5, 2021

**EARLY INTERVENTION:**

EI billing is due every two weeks and consists of a properly filled out spreadsheet (see website) complete with accurate service authorization numbers as well as your rate and total due and your session notes. Telehealth signature logs also must be sent to me and the OSC if applicable. Each date should show the time of service, i.e. 10:30am-11:15am.

Service authorizations are found in NYEIS. If you are unable to login and see your cases, contact me and I will assist you. Every provider needs to keep track of their authorization start and end dates as well as the units available. If you take a case from another provider, please make sure you know how many units that provider has already used.

All EI billing within 90 days of date of service into NYEIS or O’Brien (and the provider) will not be paid. This includes billing that is “kicked-back” due to errors. Note that I need adequate time to process the billing.

**PRESCHOOL:**

PS billing is due once per month and consists of a spreadsheet along with a regular or Telehealth signature log (see website). Your attendances are to be entered by you into the CPSE Portal and signed weekly. Please do not enter attendances without notes or leave them unsigned in the system.

If you are unable to see your cases in the Portal or need a login, please contact me.

**SCHOOL AGE:**

SA billing FOR EVERY DISTRICT OTHER THAT SOUTH HUNTIGTON consists of a spreadsheet along with your signed session notes (see website). The spreadsheet for SA is calculated by the HOUR not the SESSION. The spreadsheet must also have the IEP mandate of each service (i.e. OT 1:1 30 min 2x/wk). See the website for an updated spreadsheet for SA billing.

To calculate your amount due, add up the service minutes, divide by 60 then multiply by your rate. For example, if you provided 35 minutes of service for Jane Doe on Jan 5, Jan 7, Jan 8 & Jan 10, that would be 35x4 = 140 minutes divided by 60 = 2.33 hours x $60/hr rate = $139.80 due.

For cases in the South Huntington UFSD, your billing consists of your spreadsheet, the Monthly Related Service Attendance Log (attached) and the signed printout from Frontline IEP Direct "Summary of Related Service Session Notes".  Be aware that SHUFSD requires that your attendances be entered into Frontline within 10 DAYS OF THE SERVICE DATE. If you need help logging onto Frontline, let me know.

To produce the report needed, go to Frontline, click on left "My Students" then "Jon Doe" then on left click on "Letters & Reports" then scroll down and check "RS Log - Summary of Related Service Session Notes with CPT Codes (In-District Services)" and click "Process" button at top right. Select the dates, type of service, all log types, O'Brien Speech on the long list of provider names (or your name if there), and "yes" to "Please Include USO/UDO Notes". Then hit the "Next" button at the top right.

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