

## Billing in Iteams- Cheat Sheet

Log into Iteams <https://egov.azdes.gov/AzEIP/AzEIP ITEAMS/Account/Login.aspx>

Click the link labeled Your Children and Alerts

Click Select next to the name of the child you need to enter billing for. **If you have more than 50 children on your caseload, this list will only show the first 50. You will need to use the Locate Child link to locate any other children.**

Scroll all the way down to the bottom of the Child Demographics page and click Service Delivery.

The screenshot shows a web application interface for child demographics. At the top, there is a table header with columns: Last Name, First Name, Middle, Date of Birth, Is AzEIP, Is DDD, Is ASDB, and Comment. Below the header, it says "No Siblings Found" and has an "Add Sibling" button. The "Additional Data" section contains several links: Referral, Insurance Information (opens in a new window), Assign / Change Team Members, Eligibility, IESP Information (opens in a new window), Child Entry Indicator Summary Form, Service Delivery, Transfer Child, Transition Child, Child Exit Indicator Summary Form, and Exit Child Record. A black arrow points to the "Service Delivery" link. Below the links is a "Comments" section with a text area, "Save Comment", and "Cancel" buttons. At the bottom left is a "Save" button. The footer contains a disclaimer: "Privacy Disclaimer: Web Accessibility & Reasonable Accommodations Copyright 2011 DES. All rights reserved."

Find your name in the drop-down box labeled Team Member and select your professional role on the team (Special Instruction, Speech and Language Services, etc). Make sure the date is correct for the date of service, check all appropriate modifiers. For many IPP duties this will include SC dual role but don't forget team lead, evaluation, iteams data entry, report writing, etc. Select the number of units for the service. Select the Setting- home, community, other (CI modifier), and whether or not the service is TPL (private insurance) reimbursable. Remember, IPP services are not TPL reimbursable. Enter a note if you want to remind yourself of anything.

**I-TEAMS** Help Desk Contact Phone: 602-279-8043 Email: AzeIPITEAMS@azdes.gov Welcome Stacy Zogheib! [Log Out]

**Service Delivery**

Agency: **AzeIP** Contract Region: **Arizona Cooperative Therapies West Central Maricopa** AzEP 45th day from Referral Date: **Monday, June 24, 2013**

**Service Delivery**

Team Member: Service Coordinator [Stacy Zogheib] [Enter Team Conferencing](#) [Back to Child Demographics](#)

Date: 05/10/2013 Service: -----

**Modifier(s)**

Assessment  Meeting  Non-Direct  Service Coordination (Dual role)  
 Assistive Technology  Multiple eligible children 2  Record Review  Sign Language and Cued Language  
 Data  Multiple eligible children 3  Report Writing  Team Lead  
 Evaluation

Units: 0 .00 Location (Zip): Setting: ----- Is TPL Reimbursable: Yes  No

Service Delivery Notes:

Save Cancel

[All](#) [Current IFSP Only](#)

Date	Provider	Service	Service Modifier(s)
No Services Provided			

Zip codes should auto-fill with the zip code where the child lives. Use the child's home zip code whether you are billing for home, community, or "other" (non-direct) services.

Double check everything you just entered in.

**Professional Providers**  
Manage Professional Provider  
**Referral**  
Search for Referral Match  
**Child**  
Children and Alerts  
Locate Child  
**Logout**

AzEP 45th day from Referral Date:  
**Monday, June 24, 2013**

### Service Delivery

[Back to Child Demographics](#)

Team Member: Service Coordinator [Stacy Zogheib] [Enter Team Conferencing](#)

Date: 05/10/2013 Service: Special Instruction

**Modifier(s)**

Assessment  Meeting  Non-Direct  Service Coordination (Dual role)  
 Assistive Technology  Multiple eligible children 2  Record Review  Sign Language and Cued Language  
 Data  Multiple eligible children 3  Report Writing  Team Lead  
 Evaluation

Units: 0 .50 Location (Zip): 85308 Setting: Other Is TPL Reimbursable: Yes No

Service Delivery Notes:

Click Save, all the way down at the bottom of the page.

The billing note should appear at the bottom of the page.

**Children and Alerts**  
Locate Child  
**Logout**

### Service Delivery

[Back to Child Demographics](#)

Team Member: Service Coordinator [Stacy Zogheib] [Enter Team Conferencing](#)

Date: 05/10/2013 Service: Special Instruction

**Modifier(s)**

Assessment  Meeting  Non-Direct  Service Coordination (Dual role)  
 Assistive Technology  Multiple eligible children 2  Record Review  Sign Language and Cued Language  
 Data  Multiple eligible children 3  Report Writing  Team Lead  
 Evaluation

Units: 0 .50 Location (Zip): 85308 Setting: Other Is TPL Reimbursable: Yes No

Service Delivery Notes:

 [Save](#)

**All Current IFSP Only**

Date	Provider	Service	Service Modifier(s)	Units:	Not IFSP	Location:	Setting:	TPL Reimbursable:
5/10/2013	Developmental Specialist Instruction Service Coordinator Stacy Zogheib	Special Instruction	Service Coordination (Dual role) Team Lead	0.50		85308	Other	No

Closed out for no contact. Called 5/10, 5/13, 5/14... [view more...](#)

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Browser: \*Firefox21\* Real Browser: \*Firefox21\*

If you have additional billing to enter for this child, change your dates, rewrite anything in the note box, click the appropriate modifiers, and hit Save again. You should see a second entry appear underneath the first one.

Team Member: Service Coordinator [Stacy Zogheib] [Enter Team Conferencing](#) [Back to Child Demographics](#)

Date: 05/15/2013 Service: Special Instruction

Modifier(s)

Assessment  Meeting  Non-Direct  Service Coordination (Dual role)

Assistive Technology  Multiple eligible children 2  Record Review  Sign Language and Cued Language

Data  Multiple eligible children 3  Report Writing  Team Lead

Evaluation

Units: 0 .25 Location (Zip): 85308 Setting: Other Is TPL Reimbursable: Yes No

Service Delivery Notes:

Data entry

[All](#) [Current IFSP Only](#)

Date	Provider	Service	Service Modifier(s)	Units	Not IFSP	Location	Setting	TPL Reimbursable:
<a href="#">Edit</a> 5/10/2013	Developmental Specialist Instruction Service Coordinator Stacy Zogheib	Special Instruction	Service Coordination (Dual role) Team Lead	0.50	Not IFSP	85308	Other	No
Closed out for no contact. Called 5/10, 5/13, 5/14... <a href="#">view more...</a>								
<a href="#">Edit</a> 5/15/2013	Developmental Specialist Instruction Service Coordinator Stacy Zogheib	Special Instruction	Data Service Coordination (Dual role) Team Lead	0.25	Not IFSP	85308	Other	No
Data entry								

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Browser: "Firefox21" Real Browser: "Firefox21"

To work on billing for another child, click on Children and Alerts on the left side of your screen.