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.

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.

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.

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

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

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.

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