

THE BABYNET BRIEF

SERVICE LOGS

In BRIDGES, the Financial Support, Planned Services, Service Log, and Accounts Payable data are all connected. Errors on one screen will impact the other screens, and ultimately create billing and payment errors.

To better ensure timely and accurate payments, verify that the following information is correct BEFORE delivering services and entering service logs. If a provider discovers any errors, they should contact the service coordinator to make corrections.

- Financial Support Screen: Medicaid/SCDHHS number, Private Insurance information
- Planned Services: Service Name, Provider, Start and End Dates, Frequency/Length, **Permit Insurance**, and **Payor 1**
- Service Log Screen: The date of the selected IFSP determines which services are available in the drop-down. After the IFSP and the service are selected, the following data will pre-populate based on the information from the Planned Services: Provider name and agency, Payor 1 (if Payor 1 is Private Insurance, make sure “permit insurance” is correct on Planned Services), Planned Period (start and end dates), Setting/Frequency/Length.
- Accounts Payable Screen: Enter billed, allowed, and paid amounts based on the Payor Source. If the payor sources are not correct, **do not bill**. Contact the service coordinator to make corrections.

11/2/2023

1. Select the correct IFSP and select the service
2. The Provider's name and Agency, Payor 1, Planned Period (start and end dates), Setting and Frequency, and Length will prepopulate based on the information from Planned Services.
3. Make sure the pre-populated items are correct before entering the service log! If they are incorrect, try other IFSPs and/or other services from the drop-down lists. If they are still incorrect after trying additional combinations, contact the service coordinator to make corrections.
4. If service logs are entered and billed with incorrect payor sources, the claim will most likely not pay.

Service Log Information

Child ID: **Child Name/DOB:** **Child Status:** Active **Phase:** IFSP **POE:** Spartanburg

(Note: Except for services authorized prior to the Initial Service Plan, service logs cannot be entered on plans marked "Pending". Choose another plan or contact the SC for assistance.)

1

Add Service Log:

Select an IFSP to Add Service Log (if it is not on current IFSP): CHANGE REVIEW - 08/09/2023 ▾

*Service 97530 - Occupational Therapy Service ▾	Provider Provider name and Agency	Payor 1 Private Insurance	Planned Period 08/09/2023 - 11/22/2023	Planned Setting Day Care Center	Frequency 1/Week	Length (hours, or miles) 1
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*Actual or Missed Service Date	*Service Delivery Status	*Start Time	*End Time	*Actual Setting	CPT Code	ICD Code	TCM Category	*Service Note/Description of Intervention (39 chars left)	Correction/Addendum	PA Auth
	<input type="radio"/> Service Delivered <input type="radio"/> Non-Billable	(hh:mm)	(hh:mm)	Select Setting ... ▾	97530 (CPT code) GO (Code)	List	Select... ▾			