SEIT Service Coordination (Required Functions)

- SEITs **must** complete SEIT Service Coordination (Required Functions) for **each** SEIT case
- This **must** be completed and submitted electronically on EnterCLAIMS
- *This **must** be submitted with SEIT billing*
- SEIT Service Coordination (Required Functions) counts towards your accrued Paid Sick Leave hours

Please read the SEIT Manual in its entirety for more information about SEIT Service Coordination (Required Functions)

Entering SEIT Service Coordination (Required Functions) in EnterCLAIMS

Step 1:
- Log into EnterCLAIMS:

Step 2:
- Go to Therapist → Coordinator Workspace

Step 3:
- Select the date SEIT Service Coordination (Required Functions) was completed
- Choose the child from the drop-down
- Select Attendance code: Coordination
- Click "Add New Log"

Step 4:
Enter:
- Start time
- End time
- IEP from and to dates
- Code
- District
- Notes
- Check off the certification on box on the bottom and click save
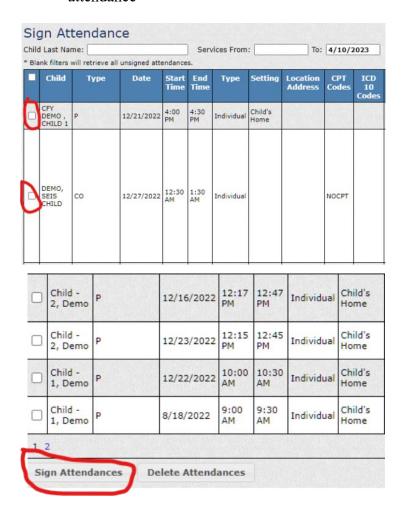

Submit Required Functions with SEIT Billing
Please note: To be received, this must be submitted with your SEIT billing.

Step 1: Sign Attendance:
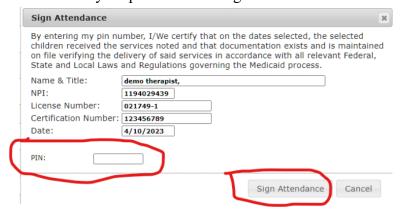To sign attendance, go to Therapist → Sign Attendanc

Step 2:
- Click the check box to the left of the child column to sign the attendance.
- Scroll to the bottom of the page and click on "sign attendance"

Sign Attendance

Child Last Name: [   ]   Services From: [   ]   To: [4/10/2023]
* Blank filters will retrieve all unsigned attendances.

☐	Child	Type	Date	Start Time	End Time	Type	Setting	Location Address	CPT Codes	ICD 10 Codes
☐	CFY DEMO , CHILD 1	P	12/21/2022	4:00 PM	4:30 PM	Individual	Child's Home			
☐	DEMO, SEIS CHILD	CO	12/27/2022	12:30 AM	1:30 AM	Individual			NOCPT	
☐	Child - 2, Demo	P	12/16/2022	12:17 PM	12:47 PM	Individual	Child's Home			
☐	Child - 2, Demo	P	12/23/2022	12:15 PM	12:45 PM	Individual	Child's Home			
☐	Child - 1, Demo	P	12/22/2022	10:00 AM	10:30 AM	Individual	Child's Home			
☐	Child - 1, Demo	P	8/18/2022	9:00 AM	9:30 AM	Individual	Child's Home			

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Sign Attendances   **Delete Attendances**

Step 4: Sign Attendance Pop Up:
- Once you click on "sign attendance," you will see the following pop-up box
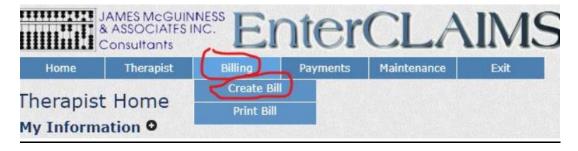- Enter your pin and click "sign attendance"

Sign Attendance   ✖

By entering my pin number, I/We certify that on the dates selected, the selected children received the services noted and that documentation exists and is maintained on file verifying the delivery of said services in accordance with all relevant Federal, State and Local Laws and Regulations governing the Medicaid process.

Name & Title: [demo therapist,   ]
NPI: [1194029439]
License Number: [021749-1]
Certification Number: [123456789]
Date: [4/10/2023]

PIN: [   ]

                              Sign Attendance   Cancel

Once your attendance is signed, you will see a message that you have signed successfully:

Step 5: Creating a Bill to Submit SEIT and SEIT Service Coordination (Required Functions):

- Go to Billing → Create Bill

Step 6:

- Check off the signed attendances for SEIT and SEIT Service Coordination (Required Functions)
- Notes: Enter billing notes (month and 1st half, 2nd half, weekly or entire month)
- Check off to certify that services were provided in accordance with the child's IEP
- Check to allow NYT to edit your bill if necessary
- Click "create bill"