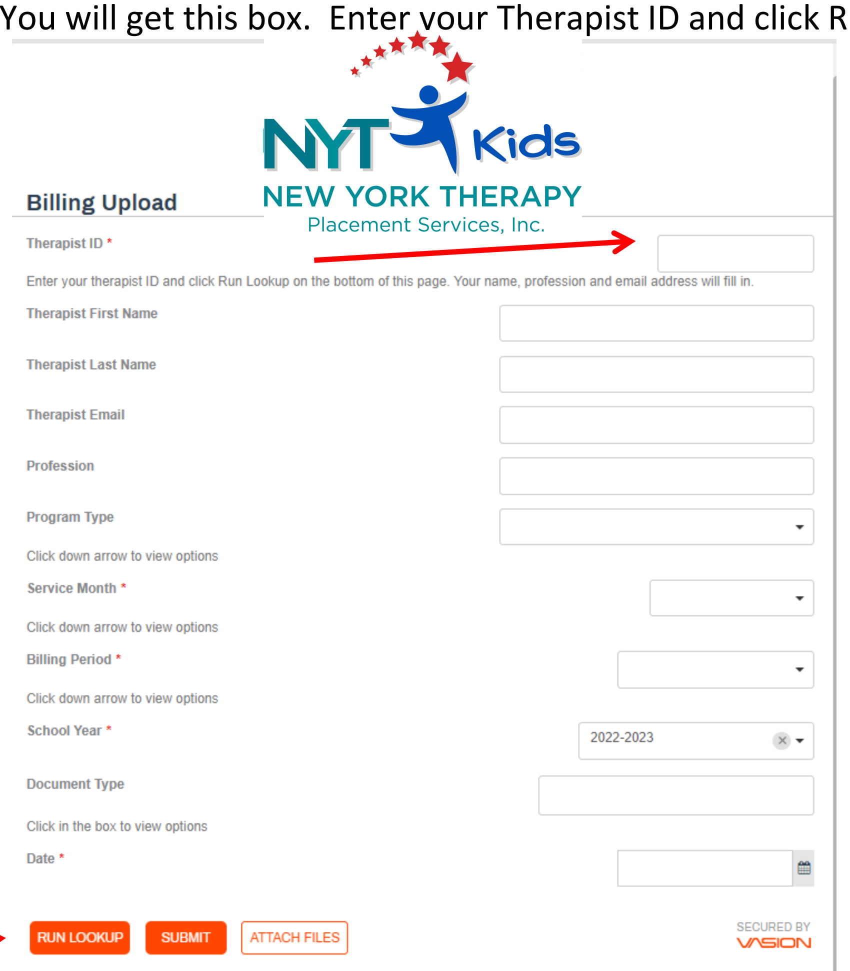
HOW TO UPLOAD BILLING

A. You will need to prepare the following items for the upload:
   1. Invoice
   2. Consult Logs (*providers must submit the consult confirmation page from the website.)*
   3. Service Capture (Session Notes) (*providers must download this from SESIS, see instructions below).*
   4. Billing form:
      -For School Age Providers: Related Service Billing
      -For Preschool Providers: Billing Form for CPSE Related Service Providers
      (Please keep documents with original signatures on file. At the end of the school year, we will request that all originals be mailed to New York Therapy. We will send email reminders).

*Please be sure to double check that the dates & times on your invoice matches the dates and times entered into SESIS. Any discrepancies may cause delays in your payment. (Please note that it is the provider's responsibility to access SESIS using their personal login information. It is very difficult for New York Therapy to obtain information in SESIS on the behalf of providers.)

B. Click Link- https://vasion.nytps.com/formLink/Billing%20Upload/45

C. You will get this box. Enter your Therapist ID and click Run Look up.


NYT Kids
NEW YORK THERAPY
Placement Services, Inc.

Billing Upload

Therapist ID *

Enter your therapist ID and click Run Lookup on the bottom of this page. Your name, profession and email address will fill in.

Therapist First Name

Therapist Last Name

Therapist Email

Profession

Program Type

Click down arrow to view options

Service Month *

Click down arrow to view options

Billing Period *

Click down arrow to view options

School Year * 2022-2023

Document Type

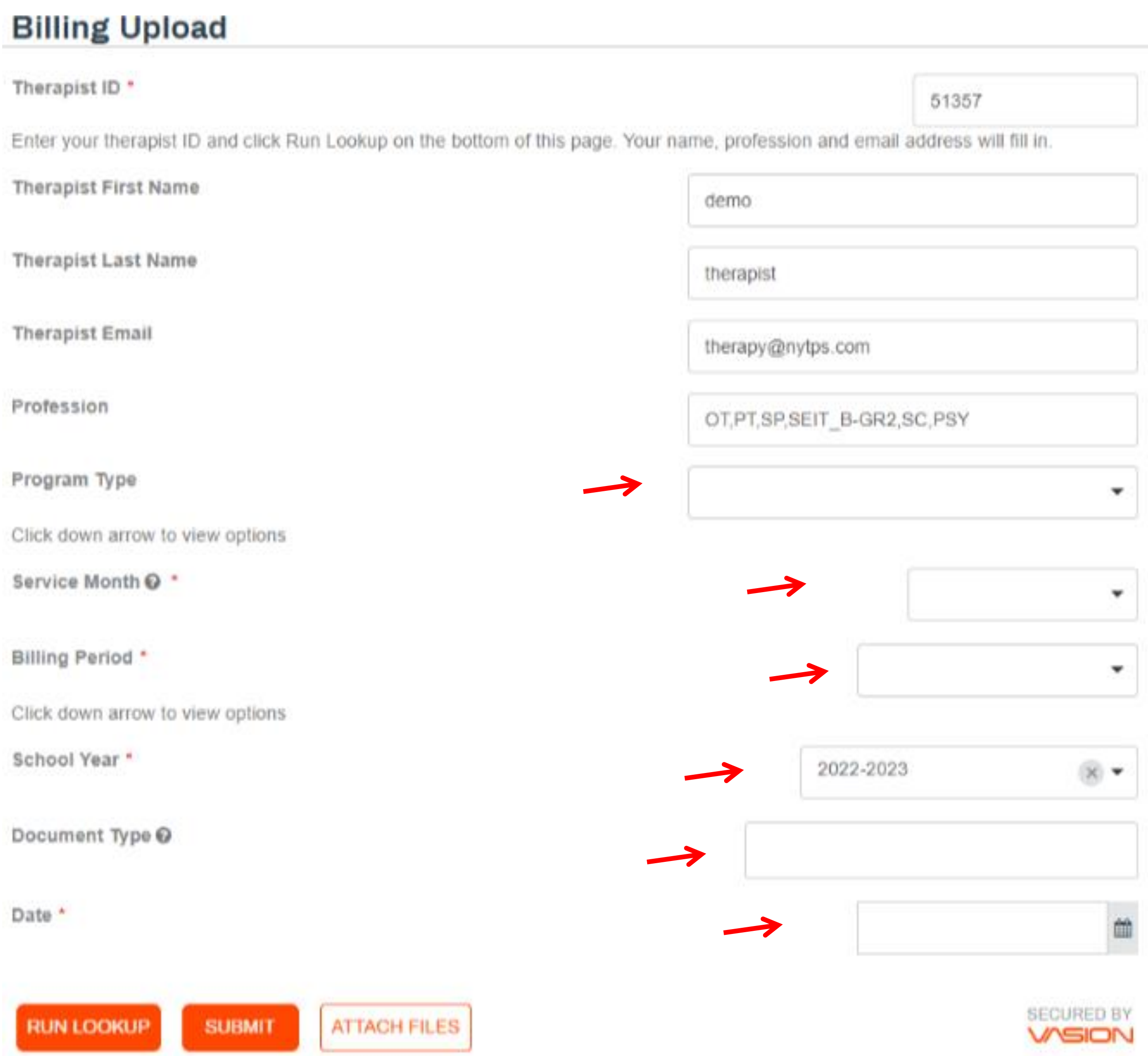
Click in the box to view options

Date *

RUN LOOKUP SUBMIT ATTACH FILES

SECURED BY VASION

D. The system will complete your First name, Last Name, Profession and Email address. Complete all other fields. Complete all the other fields.



Billing Upload

Therapist ID * 51357

Enter your therapist ID and click Run Lookup on the bottom of this page. Your name, profession and email address will fill in.

Therapist First Name demo

Therapist Last Name therapist

Therapist Email therapy@nytps.com

Profession OT,PT,SP,SEIT_B-GR2,SC,PSY

Program Type

Click down arrow to view options

Service Month *

Billing Period *

Click down arrow to view options

School Year * 2022-2023

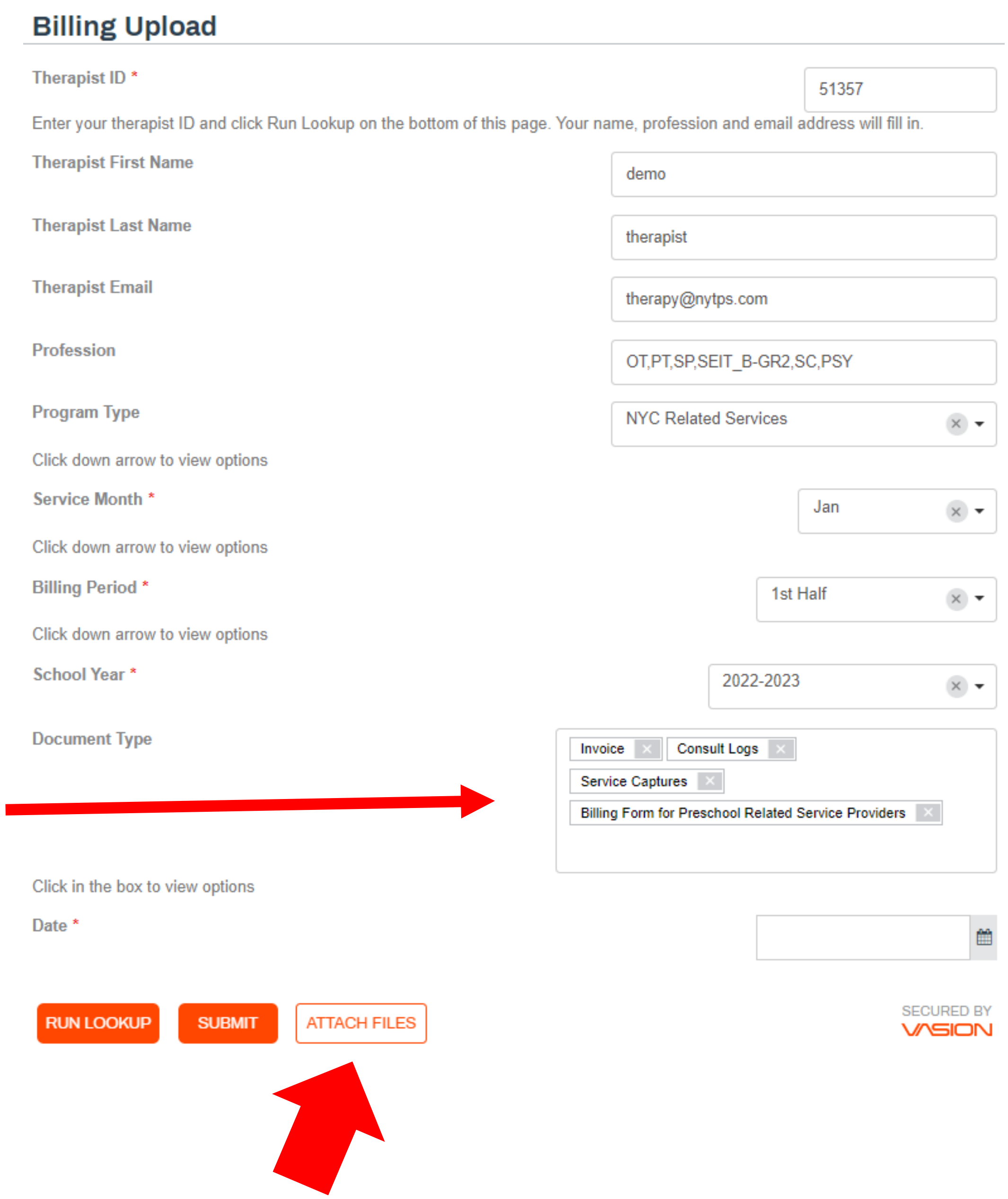
Document Type

Date *

RUN LOOKUP SUBMIT ATTACH FILES

SECURED BY VASION

Click the Document type box to show choices. You can add multiple document types if needed.



Billing Upload

Therapist ID * 51357

Enter your therapist ID and click Run Lookup on the bottom of this page. Your name, profession and email address will fill in.

Therapist First Name: demo

Therapist Last Name: therapist

Therapist Email: therapy@nytps.com

Profession: OT,PT,SP,SEIT_B-GR2,SC,PSY

Program Type: NYC Related Services

Click down arrow to view options

Service Month *: Jan

Click down arrow to view options

Billing Period *: 1st Half

Click down arrow to view options

School Year *: 2022-2023

Document Type: Invoice, Consult Logs, Service Captures, Billing Form for Preschool Related Service Providers

Click in the box to view options

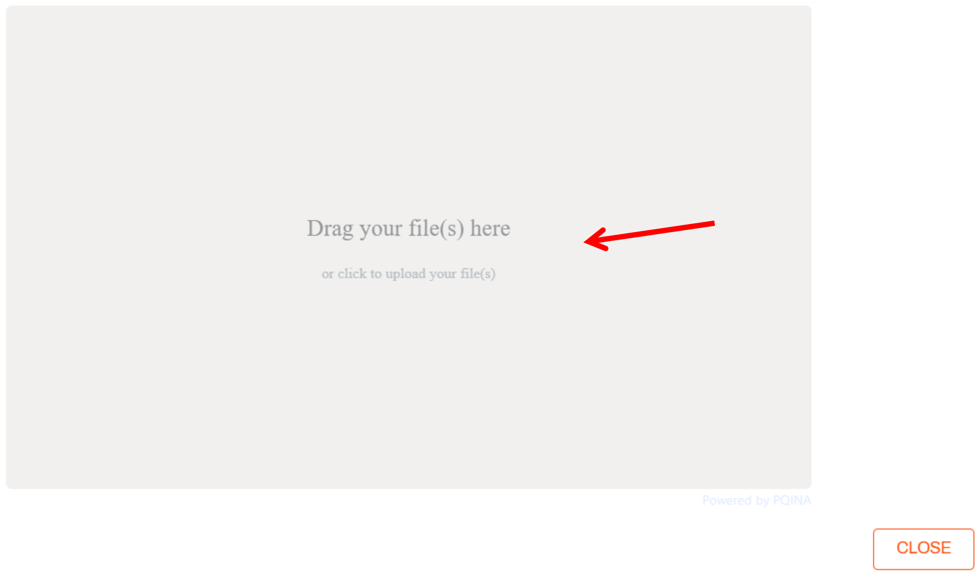
Date *

RUN LOOKUP SUBMIT ATTACH FILES

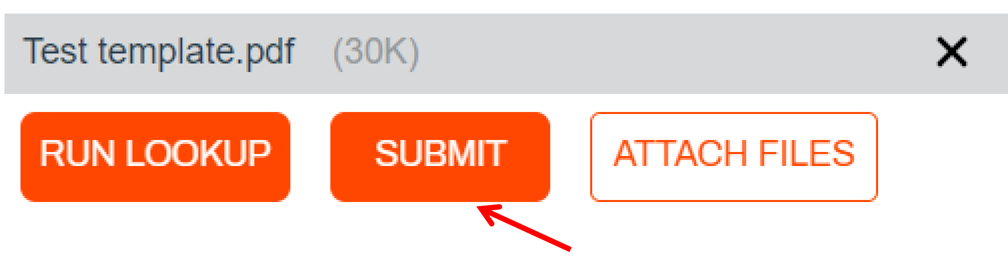
SECURED BY VASION

E. Click ATTACH FILES to add your file(s). **<u>All documents must be uploaded as PDF files</u>**. You can add multiple files if needed. Complete all the fields. Click ATTACH FILES to add your file(s).

F. You can drag and drop your files or click upload your files here to choose your files.



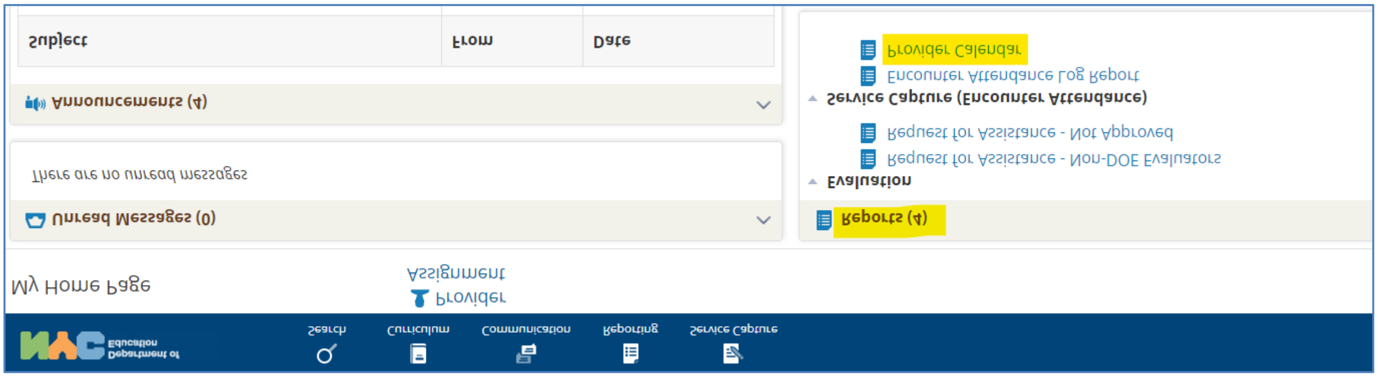
G. The files will appear above the submit button. Click Submit



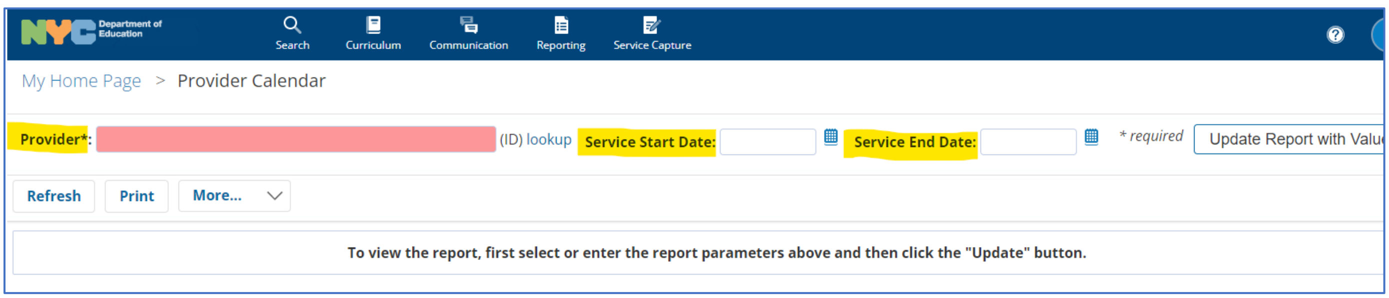
Once submitted, you will receive an automated email confirming that your billing has been uploaded.

Downloading your Service Capture:

1. From the SESIS homepage, under Reports, select **Provider Calendar**.

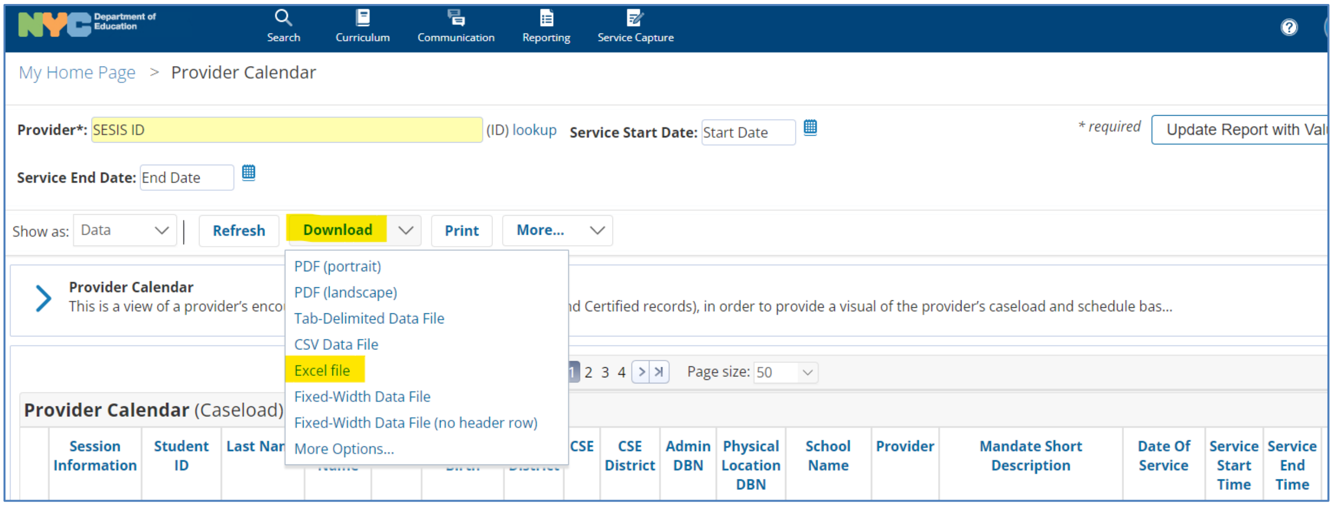


2. On the Provider Calendar page, enter your **SESIS ID in the Provider field**, **Service Start Date**, and **Service End Date**. Click **Update Report with Values**.



- Next Page -

3. Once your Service Capture populates, click **Download** and **Excel File**.



Please note: If you need to download a Service Capture for a specific student, date, etc., you can use the SESIS filter tool (as seen below).

- Click on the column that you'd like to filter and enter desired information (eg., click Student ID, enter OSIS in Filter field). Click OK. Once the service capture populates, repeat step 3 to download.