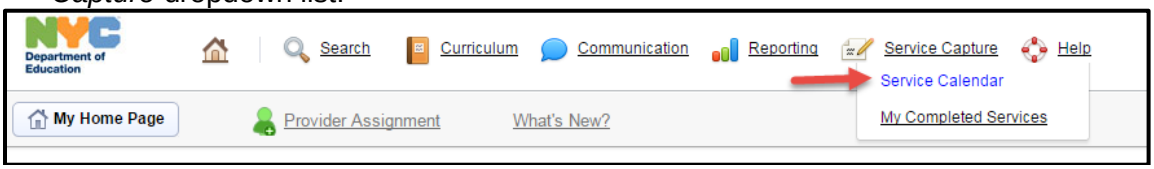
How to Record a Service Record for Speech Providers

Follow the steps below in SESIS to record a past service provided for a student.

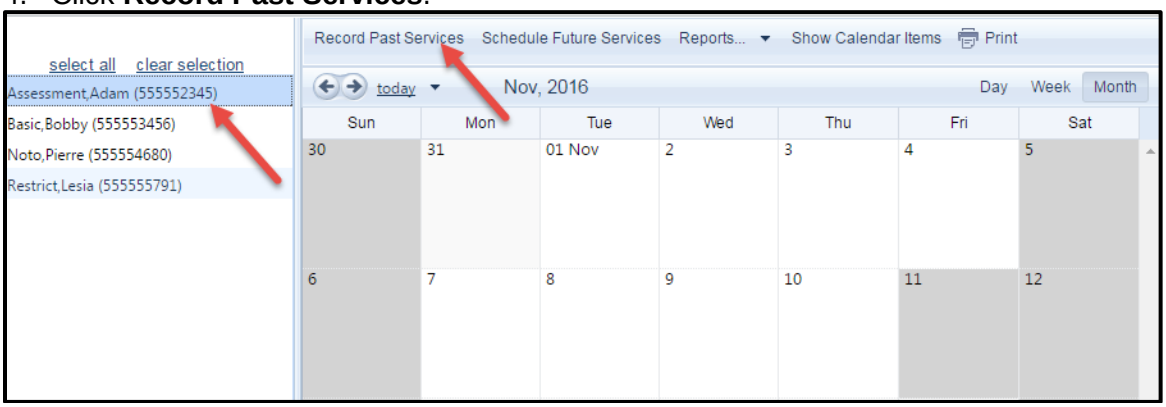
1. Log into SESIS.

2. From the *Top Navigation Bar* on your Home Page, select *Service Calendar* from the *Service Capture* dropdown list.



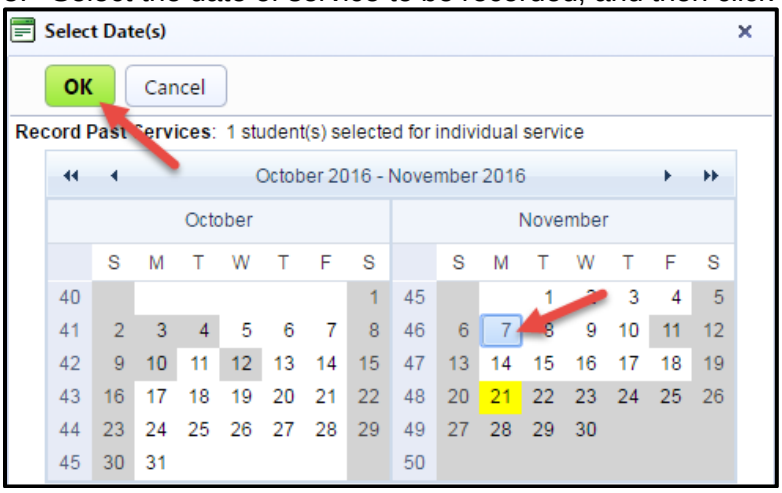
3. Select a student (click to highlight) from your caseload on the left side of the screen for whom you want to record a past service.

4. Click **Record Past Services**.



The *Record Past Services* pop-up calendar opens on top of the Service Calendar.
Note: Since you are recording a past service, future calendar days are grayed out.

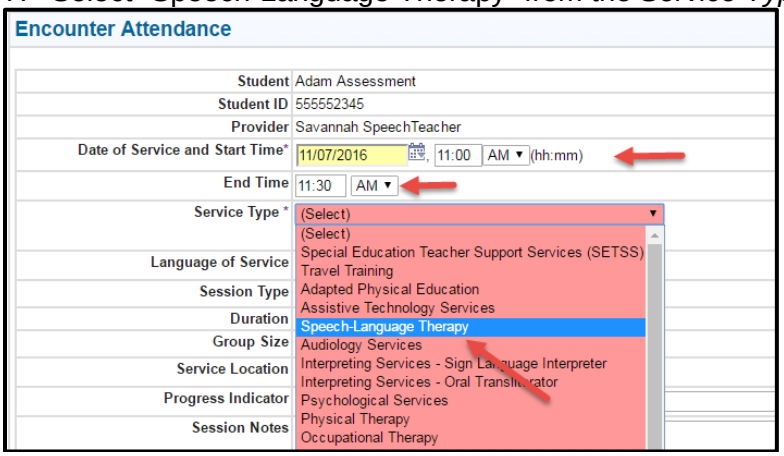
5. Select the date of service to be recorded; and then click **OK**.



Note: Some required fields will be pre-populated when you record services in Encounter Attendance for a student whom you have already recorded a session. Modify the information as necessary.

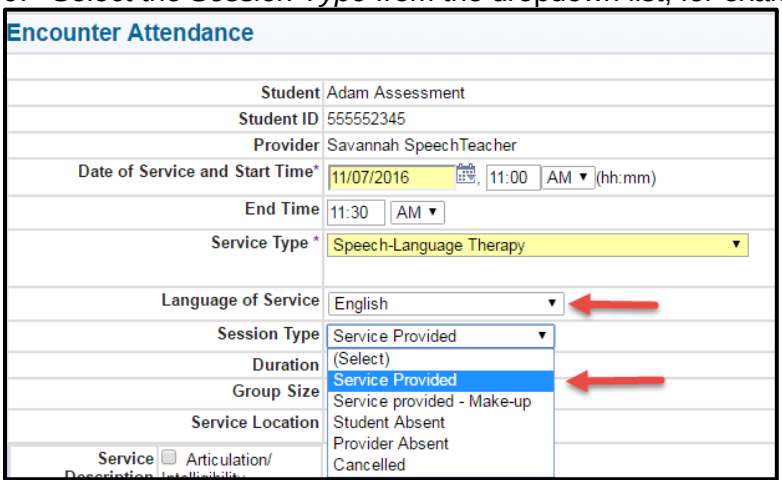
6. Enter the *Start Time* and *End Time* for the session, including “PM” when applicable.

7. Select “Speech-Language Therapy” from the *Service Type* dropdown list.



8. Select the *Language of Service*; the default value is “English.”

9. Select the *Session Type* from the dropdown list; for example, “Service Provided.”



10. Select “Individual” or “Group” from the *Group Size* dropdown list. **Note**: Selecting “Group” will generate a *Group Size* dropdown menu from which you are required to select the number of students in the group.

11. Select the *Service Location* from the dropdown list.

12. Check the service(s) provided from the *Service Description* choices.
    You may check more than one service, if applicable, depending on the duration of the session. The CPT codes used for Medicaid billing will be displayed for each description, as appropriate.

    Note: The CPT codes for an individual session differ from those of a group session.

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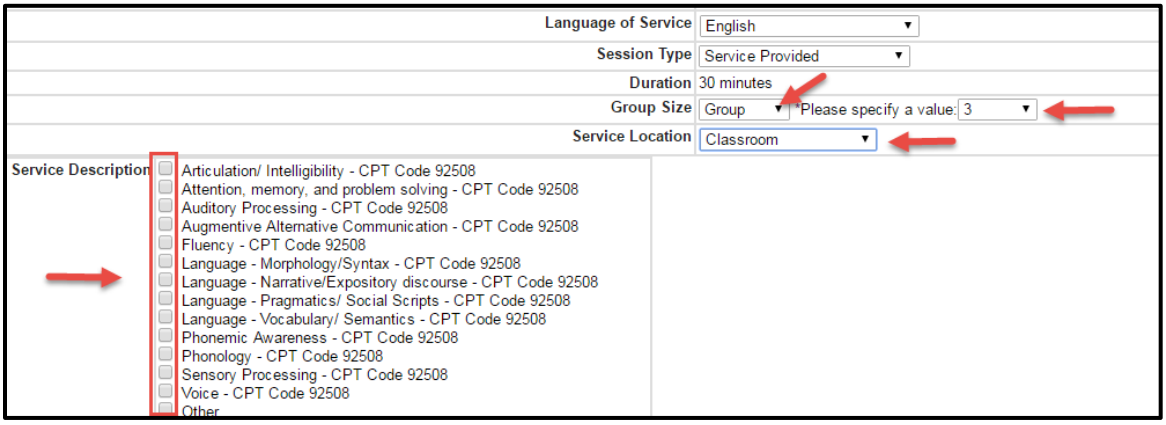
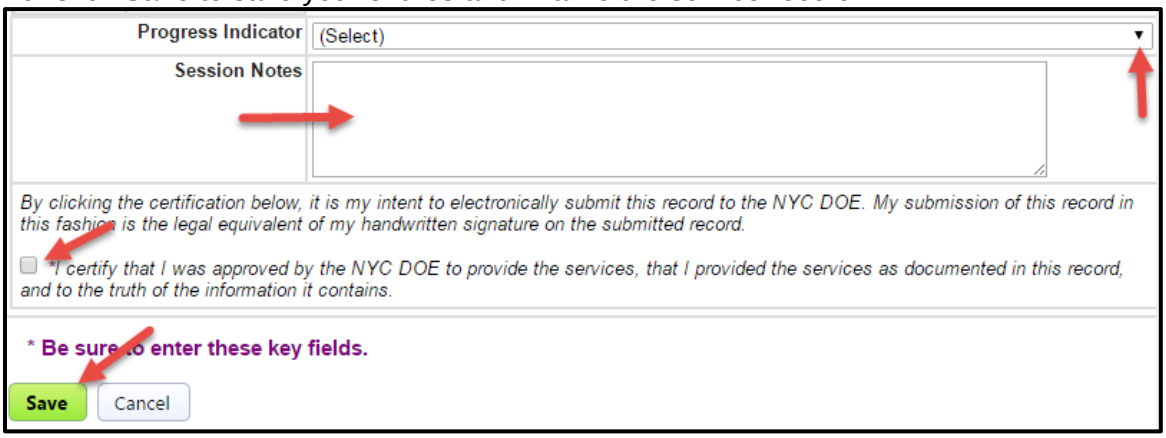


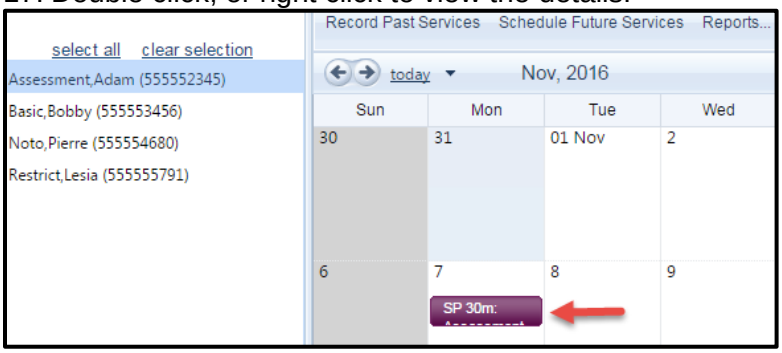
13. Select the student's progress from the *Progress Indicator* dropdown list.

14. Enter your session notes for the student in the *Session Notes* text box.

15. Check the box to certify the service. Certifying a Service Record is equivalent to attaching an electronic version of your signature. All services must be certified, including absences and cancellations.

16. Click **Save** to save your entries and finalize the service record.



After the service capture has been certified and saved, the completed service will appear on the *Service Calendar* in purple on the date you indicated in the recorded session.

17. Double click, or right click to view the details.