



Completing a Service Record for Physical Therapy Providers

Introduction

This training guide provides instructions for physical therapy providers to complete a past service record for a student in Encounter Attendance.

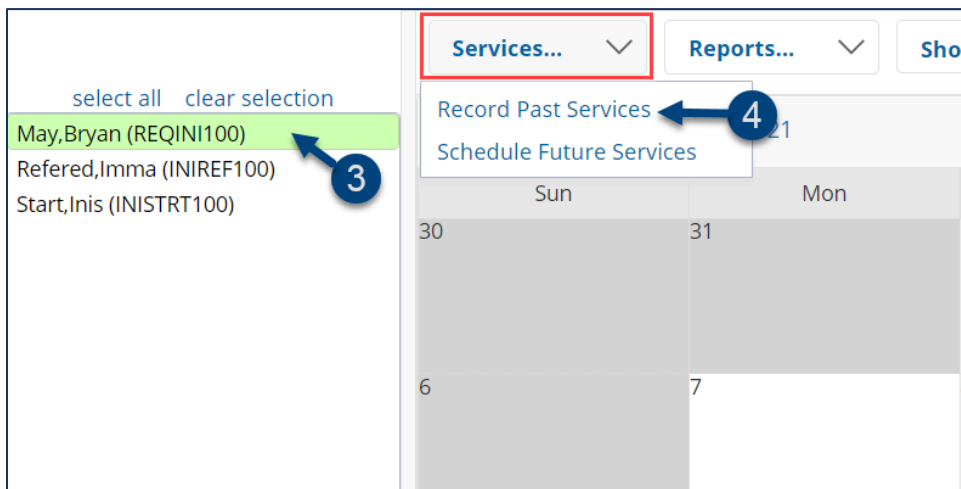
Overview

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

1. Log in to SESIS.
2. From the *Top Navigation Bar* on your Home Page, hover over *Service Capture* and then select **Service Calendar** from the dropdown menu.

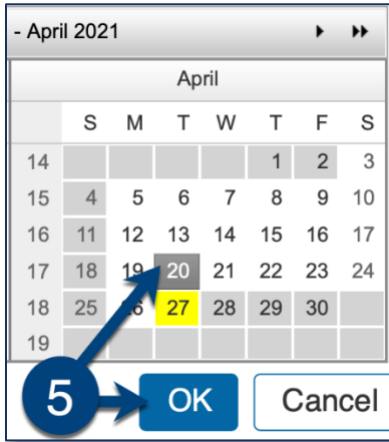


3. **Select the student** (click to highlight) from your caseload on the left side of the screen for whom you want to record a past service.
4. Click the **Services** dropdown menu and select **Record Past Services**.



Note: Since you are recording a past service, future calendar days are grayed out.

5. Select the date(s) of service to be recorded on the *Record Past Services* pop-up screen and click **OK**.



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

6. Verify/enter the actual **Start Time** and **End Time** for the session. Modify if necessary.
7. **Service Type** will be pre-populated. To correct, select the *Service Type* from the dropdown menu.
8. Verify the **Language of Service**. Modify if necessary.
9. Verify the **Session Type**. Modify if necessary.

Encounter Attendance

Date of Service and Start Time:	04/20/2021	9:00 AM
End Time:	9:30 AM	
Service Type: *	Physical Therapy	
Language of Service:	English	
Session Type:	Service Provided	

Note: A warning message displays if you select a *Service Type* for a role for which you are not assigned. However, the message will not prevent you from completing the record.

Service Type: * Special Education Teacher Support Services (SETSS)
 Selected Service Type does not match your SESIS role.

- Verify/select the **Grouping** value (*Individual* or *Group*). Modify if necessary.
- Verify/select the **Service Location** from the dropdown menu. Modify if necessary.
- Service Description* CPT Codes will display based on the grouping value. You may check more than one service description, if applicable, depending on the duration/grouping of the session.

Note: When *Group* is selected, an *Actual Group Size* dropdown menu will display; enter the **actual number of students** in the group session.

- Select the student's progress from the **Progress Indicator** dropdown menu.
- Enter your session notes for the student in the **Session Notes** text box.

Note: The *Previous Session Notes* field will populate from the most recent saved past service record if the *Service Type*, *Session Type*, *Grouping*, *Provider* and *Student* all match.

- 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.
- Click **Save** to save your entries and finalize the *Service Record*.

17. After the service capture has been certified and saved, the completed service will display on the *Service Calendar* in purple. Double click, or right click the event to view the details.

