

## **North Carolina Infant-Toddler Program Provider Service Note and Billing Ticket Instructions**

**Purpose:** To document activities that have occurred with a child /family while enrolled in the Infant-Toddler Program or during the referral and eligibility determination process. These activities may include time that is billable or reportable or notes to the record.

**If this form is altered or a different service note / billing ticket form is used by a provider, all of the following required elements must be included in the form being used.**

**Instructions:** Fill in all blanks in the top section with the information requested. List the IFSP outcome numbers to be addressed and include a brief description of each outcome. These outcomes **must** match current outcomes on the family's Infant-Toddler Program IFSP.

In the grid to the left of the narrative section, enter the following information.

1. Svc Date: Enter the date of service or contact.
2. Goal #(s): Enter the IFSP outcome number(s) that were the focus of the service or intervention provided. These numbers must correspond to an IFSP outcome number and description from the top section of this form. If a service coordinator is billing for or documenting activities that occur prior to initial IFSP development, the Goal # may be left blank.
3. Proc. Code: Enter the procedure code that corresponds with the service being provided.
4. # Units: Enter the number of units to be billed as determined by the duration of the service and the type of service provided.
5. # Minutes: Enter the duration of the service provided in minutes.
6. DIAG: Enter the diagnosis code that supports the service provided.
7. POS: Use the legend provided and enter the code that corresponds with the primary place of service for that billable or reportable event.
8. Use the narrative section of the form to describe:
  - Purpose of Contact;
  - Description of the specific interventions and methods utilized,
  - Effectiveness of the interventions used, measurable progress noted and the child's and family's or caregiver's response to those interventions;
  - Any adjustments needed to intervention strategies and activities; and
  - Follow-up recommendations, as appropriate.

**Disposition:** Infant-Toddler Program records, including financial and automated information, must be maintained based upon the Infant Toddler Program's record retention policy. Records must be archived in accordance with state requirements to ensure their preservation for the required length of time.