

Welcome to TEIDS
Tennessee's Early Intervention Data System
<https://www.teids.org/teids>

Vendor Accounts Payable Instructions

Below are step by step instructions on “How to bill TEIS” for services rendered.

At least one person will need to be designated at each agency to be responsible for the input of all requests for payment to the Central Reimbursement Office (CRO).

In order to bill TEIS through TEIDS there must be a service log entered. Service logs are created and entered by the therapists/teachers that are administering the authorized individual or group services for our children. Each service log entry will create a corresponding accounts payable entry. Below is an example of what the service log entry may look like (Example 1).

Example 1:

Tennessee Early Intervention Data System

Service Log Information

Child ID: 13458 Child Name/DOB: Devop Vopfept - 11/05/2004 Child Status: Active Phase: IFSP

Select an IFSP to Add Service Log (if it is not current IFSP): INITIAL - 17-APR-07

Add Service Log:

*Service	Provider	Planned Period	Planned Setting	Freq/Week (hours, or miles)
Evaluation - Speech (Individual)	Nanna Brook-Health Services	04/17/2007 - 11/05/2007	Home	0.038461538462

Session# (Will be generated automatically)	*Actual or Missed Service Date (MM/DD/YYYY)	*Present or Absent?	*Start Time *HH:MM	*End Time HH:MM	*Actual Setting	*Service Note (< 4000 characters)
	05/02/2007	<input checked="" type="radio"/> Service Delivered <input type="radio"/> Absence Due to Family and Child <input type="radio"/> Absence Due to Service Provider <input type="radio"/> No Show	12:00	13:00	Home	Evaluation for speech language PSL-04 used

 **(Save Service)** - Click Once Only!

Service Log:

Developed for Tennessee Department of Education by Yahasoft, Inc

After the entry is saved by clicking the large arrow at the bottom it will look like this on the lower portion of your screen. (Example 2)

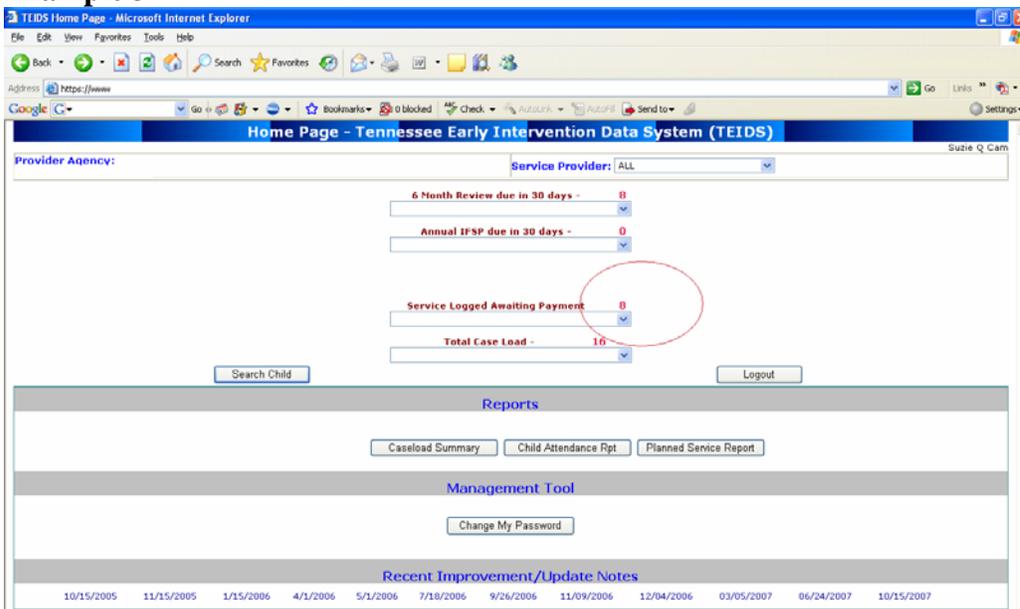
Example 2

Service Log:

IFSP	Service Name	Provider (Entering Note)	Service Date	Start Time	End Time	Actual Setting	Reason No Service	Service Note
INITIAL-04/17/2007	Evaluation - Speech	Nanna Brook-Health Services	05/02/2007	12:00	13:00	Home		Evaluation for speech language PSL-04 used

The billing person from your agency will login in with user name and password into the TEIDS system. On the home screen (Example 3) a child will be selected in the drop down box that says Service Logged Awaiting Payment. This will immediately take you to the accounts payable screen .

Example 3



Select the service to add accounts payable. The accounts payable will show up below. See Example 4. In this example TEIS is the only payer source. The amount expected from TEIS is entered in the field “Payor 1 Amount” next to the payer source “TEIS”. Save the entry. See Examples 5 and 6 for those entries that might involve other payer sources.

Example 4

Tennessee Early Intervention Data System

Account Payable Information

Child ID: 13458 Child Name/DOB: Devop Vopfept - 11/05/2004 Child Status: Active Phase: IFSP

IFSP: INITIAL - 04/17/2007

Select a Previous IFSP (If it is not current IFSP): INITIAL - 17-APR-07

Select the Service to Add Account Payable: Evaluation - Speech (Individual)

Provider and Agency	Planned Period	Planned Setting	Freq/Week	Intensity (Hours or miles)	Permit Insurance?	Payor Source
Nanna Brook-Health Services	04/17/2007 - 11/05/2007	Home	0.019230769231	2	No	TEIS

Enter Service Account Payable Below: Save

Session ID	SERVICE DATE	No Show?	Duration	Service Rate	Max TEIS Liability	Payor 1 Amount	Payor 2 Amount	Payor 3 Amount	Note	Service N
137540	05/02/2007		1	60	60	TEIS 60.00				

Service Account Payment History (Account payable has been approved):

Session ID	SERVICE DATE	No Show?	Duration	Service Rate	Max TEIS Liability	Payor 1 Amount	Payor 2 Amount	Payor 3 Amount	Approved by TEIS?	Approve/Disapprove Date	Note

Example 5 Payor source of Private Insurance and TEIS second

Tennessee Early Intervention Data System

Account Payable Information

Child ID: 13458 Child Name/DOB: Devop Vopfept - 11/05/2004 Child Status: Active Phase: IFSP

IFSP: INITIAL - 04/17/2007

Select a Previous IFSP (If it is not current IFSP): INITIAL - 17-APR-07

Select the Service to Add Account Payable: Evaluation - Speech (Individual)

Provider and Agency	Planned Period	Planned Setting	Freq/Week	Intensity (Hours or miles)	Permit Insurance?	Payor Source
Nanna Brook-Health Services	04/17/2007 - 11/05/2007	Home	0.019230769231	2	No	Private Insurance, TEIS

Enter Service Account Payable Below: Save

Session ID	SERVICE DATE	No Show?	Duration	Service Rate	Max TEIS Liability	Payor 1 Amount	Payor 2 Amount	Payor 3 Amount	Note	Service N
137540	05/02/2007		1	60	60	Private Insurance 40.00	20.00			

Service Account Payment History (Account payable has been approved):

Session ID	SERVICE DATE	No Show?	Duration	Service Rate	Max TEIS Liability	Payor 1 Amount	Payor 2 Amount	Payor 3 Amount	Approved by TEIS?	Approve/Disapprove Date	Note

In the above scenario the child has private insurance that paid a portion of the service. Since the amount is under the contracted rate of TEIS, TEIS is billed for the remainder of the contracted rate. Enter that portion insurance paid in the Payor 1 Amount field and then that portion expected from TEIS in Payor 2 Amount field. Save the entry.

Example 6 Payor source Private Insurance with negotiated rate and TEIS second

Tennessee Early Intervention Data System

Account Payable Information

Child ID: 13458 Child Name/DOB: Devop Vopfept - 11/05/2004 Child Status: Active Phase: IFSP

IFSP: INITIAL - 04/17/2007

Select a Previous IFSP (If it is not current IFSP): INITIAL - 17-APR-07

Select the Service to Add Account Payable: Evaluation - Speech (Individual)

Provider and Agency	Planned Period	Planned Setting	Freq/Week	Intensity (Hours or miles)	Permit Insurance?	Payor Source
Nanna Brook-Health Services	04/17/2007 - 11/05/2007	Home	0.019230769231	2	No	Private Insurance, TEIS

Enter Service Account Payable Below: Save

Session ID	SERVICE DATE	No Show?	Duration	Service Rate	Max TEIS Liability	Payor 1 Amount	Payor 2 Amount	Payor 3 Amount	Note	Service N
137540	05/02/2007		1	60	60	Private Insurance 40.00	TEIS 10.00			

Service Account Payment History (Account payable has been approved): Save

Session ID	SERVICE DATE	No Show?	Duration	Service Rate	Max TEIS Liability	Payor 1 Amount	Payor 2 Amount	Payor 3 Amount	Approved by TEIS?	Approve/Disapprove Date	Note
137540	05/02/2007		1	60	60	TEIS 60			Approved	10/16/2007	

In the above example the negotiated rate with the insurance company was \$50.00. Enter the payment from the insurance company in Payor 1 Amount field and the portion due from TEIS in the Payor 2 Amount field.

Upon receipt of the billing memorandum the CRO will validate your request for payment. See Example 7

Example 7

Tennessee Early Intervention Data System

Account Payable Information

Child ID: 13458 Child Name/DOB: Devop Vopfept - 11/05/2004 Child Status: Active Phase: IFSP

IFSP: INITIAL - 04/17/2007

Select a Previous IFSP (If it is not current IFSP): INITIAL - 17-APR-07

Select the Service to Add Account Payable: Evaluation - Speech (Individual)

Provider and Agency	Planned Period	Planned Setting	Freq/Week	Intensity (Hours or miles)	Permit Insurance?	Payor Source
Nanna Brook-Health Services	04/17/2007 - 11/05/2007	Home	0.019230769231	2	No	TEIS

Approve Service Account Payable Below: Save

Session ID	SERVICE DATE	No Show?	Duration	Service Rate	Max TEIS Liability	Payor 1 Amount	Payor 2 Amount	Payor 3 Amount	Approved by TEIS?	Note	Service Note
137540	05/02/2007		1	60	60	TEIS 60			Approved		

Service Account Payment History (Account payable has been approved): Save

Session ID	SERVICE DATE	No Show?	Duration	Service Rate	Max TEIS Liability	Payor 1 Amount	Payor 2 Amount	Payor 3 Amount	Approved by TEIS?	Approve/Disapprove Date	Note
137540	05/02/2007		1	60	60	TEIS 60			Approved	10/16/2007	

Once all payments have been approved/disapproved the CRO will create an invoice report for your agency and submit it to the Finance and Administration Office for payment. See Example 8.

Example 8

Invoice Report

Approval Period: '10/16/2007' - '10/16/2007' 10/16/2007

Health Services
1111 Northern Way
Anywhere, TN 37214

South Central TEIS Office
745 S. Church St., Suite 703
Murfreesboro, TN 37130

Child Name	Service	Session#	Service Date	Unit/Duration	Insurance	TEIS
Devop Vopfept	Evaluation - Speech	137540	05/02/2007	1		
Total (\$):	\$ 60.00				\$0.00	\$60.00

Footer: Report is generated by Tennessee's Early Intervention Data System (TEIS)