



EI Hub Service Logs

Entering Evaluation/Assessment Services in the Service Logging Module – Clerical Personnel

To add a service log, you must first open the Service Logging module of EI Hub.

1. Navigate to the “Clerical Portal”
2. Select “All Cases” from the menu
3. Search for the child by name or First Steps Child ID
4. Click “Action”
5. Select “Enter Evaluation”
 - a. The system will open the service log
 - b. The system will auto populate child name on the service log
6. Select the name of the authorized provider in the “Provider” field
7. Enter the date of the activity in the “Date of Evaluation” field
8. Enter the time the activity began in the “Start Time” field
9. Enter the time the activity ended in the “End Time” field
10. Select the most appropriate activity in the “Visit Code” field
 - a. Review the *Visit Codes* document in the “Resources” section of the main menu for definitions of codes
11. Select the location of the child during the visit as the “Location Type” field
12. Select the provider’s location during the visit as the “Location Code” field
 - a. If visit completed as a virtual visit, “Off-site” may be selected
13. Select the appropriate evaluation/assessment activity as the “Procedure” field
14. Select the CPT code(s) utilized during the activity in the “CPT Code” section
15. Enter the number of units per CPT code utilized during the visit
 - a. 1 unit = 15 minutes
16. Select the ICD-10 code utilized during the visit in the “Diagnosis” section
 - a. If the exact ICD-10 code is not listed, select the most appropriate code
17. If preferred, supporting documents may be uploaded in the “Files” section
 - a. Uploading files is not required at this time
18. Select the participants in the “Session Participants” section
 - a. This is not required at this time
19. Click “Enter”
 - a. System will automatically open a summary of the information entered in the service log
20. The service log is now saved and available to move through the billing process

For assistance, please contact the PCG Helpdesk at 877-522-1065 or INFirstSteps@pcgus.com.

Helpdesk hours of operation: Monday – Friday 8 a.m. to 5 p.m. ET