1915(i) SERVICE DOCUMENTATION TEMPLATE

Member Name: _____ **Member Medicaid ID:** _____ **Date of Birth:** _____

Agency Name: _____ **Provider Name:** _____ **Provider Title:** _____

Service Name: _____ **Service Code:** _____ **Date of Service** (*mm/dd/yyyy*)**:** _____

Service Location: _____ **Service Authorization Number:** _____

Begin Time: _____ **End Time:** _____ **Total Units:** _____

Begin Time: _____ **End Time:** _____ **Total Units:** _____

Begin Time: _____ **End Time:** _____ **Total Units:** _____

Service description:		
Individual Provider Signature:	**Date:**	**Time:**

Documentation time is non-billable.

You must deliver at least 8 minutes of a service before you can bill for the first 15-minute unit. Providers cannot bill for services performed for less than 8 minutes. Minutes from the same day, with the same Place of Service (POS) code, and for the same individual can be combined and billed when adding up to at least 8 minutes. The amount of time to bill for a larger number of units are as follows:

2 units	Work at least 23 minutes
3 units	Work at least 38 minutes
4 units	Work at least 53 minutes
5 units	Work at least 68 minutes
6 units	Work at least 83 minutes
7 units	Work at least 98 minutes
8 units	Work at least 113 minutes
The pattern remains the same for times in excess of 2 hours.	