

Interpreter Add-On

Individual Client Services Maintenance

Enter the first service as you typically would and click Save. In the bottom container, adjust the Service to 635, enter the Service Time, select the Diagnoses, and click Save again.

The screenshot shows the 'Individual Client Services Maintenance (Delete Access)' window. The 'Editing Individual Service' section is active, displaying the following details:

- Form #: 11820530, Date: 07/06/2023, Client: 2, INTERPRETER, 200297337
- Unit: TRAINING UNIT, 9900, SubUnit: TRAINING SUBUNIT, 9901
- Service: SIGN LANG OR ORAL INTERPRET, 635
- S. Time: 0.25, Days/Part: [empty], Person: C, Place: A, D. Fac: [empty]
- Contact: F, Appt: 1, Billing: 2, Intensity: B
- Diagnoses: [empty]

Arrows point to the 'Diagnoses' field and the 'Save' button.

You will then see both services displaying in the middle container.

The screenshot shows the 'Individual Client Services Maintenance (Delete Access)' window. The 'Adding Individual Service' section is active, displaying the following table:

Form #	Client	Unit	SubUnit	Server	Service	Date	Duration
[empty]	2, INTERPRETEF	9900 - TRAI	9901 - TRAIN	800001 - STAFF,	30 - PSYCHOTHERAPY - INC	07/06/2023	0:30
[empty]	2, INTERPRETEF	9900 - TRAI	9901 - TRAIN	800001 - STAFF,	635 - SIGN LANG OR ORAL I	07/06/2023	0:25

The second row is highlighted with a red box, and an arrow points to it.

Group Services Maintenance

Add the lead server and Save as you typically would. Then add the server a second time, but on the second entry, check the box next to Interactive Complexity Add-On Service and enter Service 635, and click Save.

Group Services Maintenance (Administrative Access)

Lead Server

Interactive Complexity Add-On Service

Server: STAFF, CLINICAL 800001

Service: SIGN LANG OR ORAL INTERPRET 635

Supervisor: 0

Service Start: 1:00 PM Duration: 1:00 Stop: 2:00 PM

Travel Start: Stop:

Doc. Start: Duration: Stop:

Save Clear Return Exit

In the left container, you will see the Employee ID listed twice, with a different service code in each row.

Group Services Maintenance (Administrative Access)

Form #: Date: 07/07/2023 Start: 1:00 PM Duration: 1:00 Stop: 2:00 PM Build Group

Server			Client			
Emp ID...	Svc ID	Start Time	Case #	Client Name	Start	ID...
800001	35	1:00 PM	1	INTERPRETER	1:00 PM	
800001	635	1:00 PM	2	INTERPRETER	1:00 PM	

Enter Server Enter Client

Lead Servers Post Add Delete Edit Show Clear Find Exit

When entering each applicable client in the group, check the box next to Interactive Complexity.

The screenshot shows a software window titled "Group Services Maintenance (Administrative Access)". The window contains several sections of input fields:

- Form #**: [Empty]
- Date**: 07/07/2023
- Server**: [Empty]
- Supervisor**: [Empty]
- Client**: 1, INTERPRETER
- Unit**: TRAINING UNIT (9900)
- SubUnit**: TRAINING SUBUNIT (9901)
- Service**: [Empty]
- Lab**: [Empty]
- Provided To**: Client (C)
- Provided At**: Office (A)
- Outside Facility**: [Empty] (0)
- Contact Type**: Face to Face (F)
- Appointment Type**: Scheduled (1)
- Billing Type**: Spanish (2)
- Intensity Type**: BILINGUAL PROGRAM STAFF (B)
- Valid Assignment**:
- Start Time**: 1:00 PM
- Duration**: 1:00
- Stop Time**: 2:00 PM
- Days**: [Empty]
- Quantity**: [Empty]
- Fee**: 0.00
- EBP/SS**:
- Diagnoses**: [Empty]
- Interactive Complexity**: (highlighted with a red box and an arrow)

At the bottom of the window, there are five buttons: **Save**, **Clear**, **Delete**, **Return**, and **Exit**.

Post the service as you typically would.