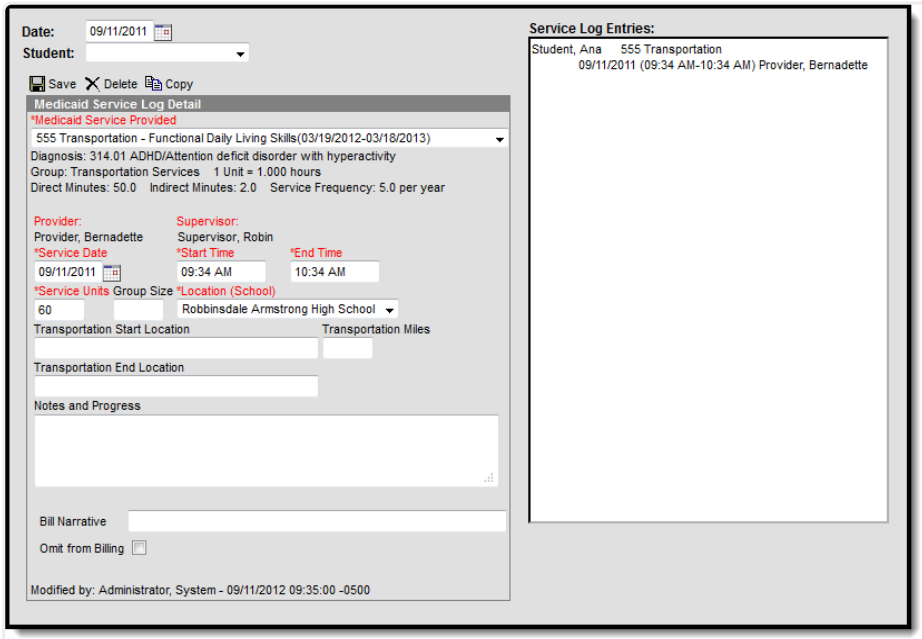
Batch Service Log Entry

Last Modified on 09/24/2026 10:46 am CDT

Path: Student Information > Medicaid > Batch Service Log Entry

The Batch Service Log Entry provides a batch format that allows district-level users to quickly record the services provided to a single student. This is helpful in districts where service providers do not have access to a computer to enter their service time. Once entered, this information is viewable from the student's Medicaid information and can be printed.

Only students with active Medicaid services appear for batch entry selection.



Medicaid Batch Log Entry

See the Medicaid Tool Rights article for information on tool rights needed to use this and related tools.

Service Log Entry Editor

As with the Service Log (Medicaid) entry editors, depending on the Medicaid Service selected, the editors will be slightly different.

New entries can be made from here for a specific date and student. Entries may also be copied by selecting an existing Service Log Entry and then the Copy button. This makes an exact copy of the existing entry.

The following fields are available on the Batch Service Log Entry.

Field	Description
Date	Reflects the date the student received the service and will populate the **Service Date** field. Modify the current date as needed by entering it in *mmddyy* format or by selecting the calendar icon to choose a date.
Student	Dropdown list contains the students who have active Medicaid services in the School selected in the Campus toolbar. Select the desired student to add a new service log.
Service Log Entries	This lists displays the students who have service log entries as of the entered date.
Medicaid Service Provided Required	Selection indicates the service to which the log entry applies. Only those services entered on the student's Services tab are available for selection.
Office Visit Required	This field appears when the service to which the log applies is a Health or Medical related service. Then, information is based on the student's Health Office Visits Record that must be marked as complete in order to be selected.
Provider Required	Name of the person providing the service.
Supervisor Required	Name of the supervisor of the person providing the service.
Service Date Required	Indicates the date on which the service was provided. Dates are entered in *mmddyy* format or can be chosen by using the calendar icon.
Start Time Required	Indicates the time the service started, entered in HH:MM format (standard or military time is accepted).
End Time Required	Indicates the time the service ended, entered in HH:MM format (standard or military time is accepted).
Service Units Required	Total number of units provided due to this service.
Group Size	Entry indicates the service was provided as part of a group setting. The total number in attendance for that group activity is entered.

Field	Description
Location (School) Required	Selection indicates where the service was provided to the student.
Transportation Start Location	Text entry indicates where the student was picked up and transported to in order to receive the service. This could be the student's home, on-site facility, etc. This field displays when the Medicaid Service is transportation related.
Transportation End Location	Text entry indicates where the student was dropped off to receive the service. This field displays when the Medicaid Service is transportation related.
Transportation Miles	Total number of miles the student was transported as part of this service. This field displays when the Medicaid Service is transportation related.
Notes and Progress	Description of what occurred during the service and any progress the student is making should be noted.
Bill Narrative	Text that appears on the reports and when sending information to the Medicaid office.
Omit from Billing	When marked, indicates the service was not included on billing.
Omit Reason	When Omit from Billing is marked, this field displays and requires the entry of why the service was not included in billing.

Add Batch Service Entries

1. Verify the **Date** of service provided. This is defaulted to the current date.
2. Select the **Student** to whom service was provided from the dropdown list. Once a student is selected, a Medicaid Service Log Detail appears.
3. Select the **Office Visit** from the dropdown list.
4. Select the **Medicaid Service Provider** from the dropdown list.
5. Select the **Provider** from the dropdown list.
6. Enter the **Service** date.
7. Enter the **Start Time** and **End Time** of the service.
8. Enter the **Service Units** provided.
9. Enter the **Group Size.**
10. Select the **Location** of the service from the dropdown list.
11. Enter the **Transportation Start Location** in the text box.
12. Enter the number of miles the student was transported in the **Transportation Miles field.**
13. Enter the **Transportation End Location** in the text box.
14. Enter information on the student's progress in the **Notes and Progress** area.
15. Enter a **Comment** about the Bill Narrative.
16. Determine if this entry should be omitted from billing. If yes, mark the **Omit from Billing** checkbox.

17. An **Omit Reason** text area will appear only if the checkbox is selected. Enter the reason the entry is being omitted from billing.
18. Click the **Save** button when finished. The new service log will appear in date order (most recent date first) below the type of service provided.

Copy a Batch Service Log Entry

1. Select the **Service Log** to copy from the list of options in the Service Log. A **Medicaid Service Log Detail** displays to the right.
2. Click the **Copy** button. The existing service log will be copied and display empty fields for modification for the new entry.
3. Click the **Save** button when finished.