***Early Start***

***Therapist Reporting Guide***

**

Sungard (IEPPlus) Link for Billing/Reporting: [https://eschool.earlystartinc.com](https://eschool.earlystartinc.com/)



Select: Advanced Reporting



**Report:** Attendance

**Version:** Standard



**Run Report Information:** Unbilled Service Attendance.

**Attendance Start Date:** First day entered.

**Attendance End Date:** Last day entered.

**Attendance Reason:** Choose \*Provided , then Print. Repeat process if Team meeting, and need to choose \* Provided Co-Visit, then Print. Only use first three choices, \*Not Provided, \*Provided, \*Provided Co-Visit.

**Attendance Staff:** Select Search

In smaller box, type in last name. Click Enter, Select your name.

 Select Refresh, Select Run.

**Immediately print Unbilled Service Attendance Report and fax or scan this Report and Session notes immediately after billing to prevent delay in payment to you.**