



Early Intervention Central Billing Office
Billing Tips for Interpreters, Translators, and Interpreters for the Deaf

- The discipline description must be a 2 alpha character description from the list the EI-CBO has provided. Please visit the links below for a complete listing.

http://www.eicbo.info/providers/Discipline_Description_T1013.pdf

http://www.eicbo.info/providers/Discipline_Description_T1013_TL.pdf

- Enter the discipline description in Box 23 only. Do not enter discipline descriptions in any other box or field on the claim.
- The date of service billed should always be the date the task was completed. For translators this would be the last date if they happen to start one day and then finish another.
- Interpretation of phone calls, evaluation sessions, direct service sessions, meetings or translation of documents/reports must be billed on separate forms. Billing must be done separately because of the different descriptions for each of these services.
- Translation of separate provider/discipline reports must be billed separately under the correct discipline description, and specific time spent translating the individual report. Do not bundle all reports under one descriptor (such as TI) or they will deny.
- If billing electronically, multiple discipline descriptions cannot be listed in Box 23. Only one description is permitted. All service lines must be for the same discipline description. If billing for more than one discipline type, each discipline description must be billed on a separate claim.
- When billing on paper multiple discipline descriptions can be billed on one claim. Follow these directions:
 - For phone call activities it may be necessary to group several days and disciplines into one line of service. In this case the date of service billed will be the date a billable increment of time was reached (i.e., 1 unit, 2 units etc.). In Box 23 you would indicate all applicable descriptions for the one line of service billed and separate by using a forward slash (IO/IS).
 - Multiple discipline descriptions can also be billed for the same or separate service lines. A comma should separate each discipline, which will indicate the next service line (DR/DR, SR, PR).