

**Cheat Sheet for Transportation Logging  
Compuclaim System  
Greenbush Medicaid Billing  
November 2014**

**This new logging feature allows stand alone districts and those in a cooperative or interlocal the option to enter one and two way bus logs. A summary reports offers the numbers needed to determine trip ratios. Greenbush has each district set up with a “Transportation Login”. To access your login information:**

Please call Amy Geier at 888-654-8701 or email [amy.geier@greenbushhealth.org](mailto:amy.geier@greenbushhealth.org).

**IMPORTANT FIRST STEP:**

Please contact Amy Geier at 888-654-8701 or email her at [amy.geier@greenbushhealth.org](mailto:amy.geier@greenbushhealth.org) and let her know students name, date of birth, district. Please tell her all the students you will be login on...she will mark a spot in the student’s demographic information that will allow for the “summaries” to be generated.

After you have your login and have let Amy know what children are being tracked, then:

Log in to

<https://www.meduclaim.com/serviceportal/login.aspx>

Select Wizards on Toolbar

Home | Wizards | Reports | Manage Caseload | Help

Select Transportation Wizard



## **Transportation Wizard**

Use this wizard to enter transportation logs

Search Student and click Select (If student has transportation services please let your contact know at Greenbush)

District	Last Name	First Name	Middle Initial	Birthdate	Gender
Select	Transylvania	Adams	George	10/3/2012	Male

Then on Calendar select a single day or an entire week. Then select 1 way or 2 way.

Check All | Check None | Inverse Selection    September 2014    Specialized Transportation    Log Selected Days: 1 Way    Log Selected Days: 2 Way    Return to Student Search

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	6 <input type="checkbox"/>








Select Week    Clear Week

This will complete your transportation log for that Student. To enter a transportation log on another student repeat the above steps for the next student.

When done click logout on the toolbar in the right hand corner.

### To Delete a Transportation Log:

At bottom of screen in the left hand corner it will populate any logs you have entered. If you need to delete the log just click the trash can

	Log Type	Service Date	Status	Service Type
	Service Log	10/3/2014	Pending	Specialized Transportation
	Service Log	10/3/2014	Pending	Specialized Transportation
	Service Log	10/2/2014	Pending	Specialized Transportation
	Service Log	10/2/2014	Pending	Specialized Transportation
	Service Log	10/1/2014	Pending	Specialized Transportation
	Service Log	10/1/2014	Pending	Specialized Transportation

### To look at reports:

#### Step 1:

Select Reports on the Toolbar then select Transportation Summary

## Reports

[Logging Summary](#)

**Transportation Summary**

[Detailed Student Report](#)

[Monthly Student Log](#)

The Transportation Summary report will default to the current month that you are in. If you would like to search by a certain month use the drop down and select month. Or if you would like to enter a specific date range enter that information on the Start Date and End Date. You can also select by district if you are a COOP or Interlocal.

Month: Dates off Service	Start Date	End Date	District
October 2014	10/1/2014	10/31/2014	

Select Date range from pulldown or enter the date range, make the District selection and then click 'Search'.

 Label

**Step 2:**

Once you have entered your date range you would like to search by click “Search” Please note the description of the fields listed below:

- Trans Flag: Student has the transportation flag in the student file turned on to Yes. This means the student has transportation referred to in their IEP.
- Med Elig: Student is Medicaid Eligible for that time period.
- Service Match: There is a matching service on that day
- TEM: Transportation in IEP, Eligible for Medicaid, and Matching service
- TM: Transportation in IEP, Matching Service

**Rows Returned: 40**

District: Transylvania (All Trips: 40, Transp Elig: 30, Med Elig: 0, Match: 9, TEM: 0, TM: 3, Ratio: 0.000)	
All Trips: 40	Transp Elig: 30

On the left hand side next to District there will be a plus sign in a box. If you would like to see the students included in the summary click the box and it will expand to show the students information.

District: Transylvania (All Trips: 40, Transp Elig: 30, Med Elig: 0, Match: 9, TEM: 0, TM: 3, Ratio: 0.000)	
	Student Name: Adams, George (All Trips: 30, Transp Elig: 30, Med Elig: 0, Match: 3, TEM: 0, TM: 0)
	Student Name: ALLEN, ANDREA (All Trips: 10, Transp Elig: 0, Med Elig: 0, Match: 6, TEM: 0, TM: 0)
All Trips: 40	

If you would like to see the dates of service listed for the students click the plus sign in the box to expand. This will show the dates of service the student had Specialized Transportation.

District: Transylvania (All Trips: 40, Transp Elig: 30, Med Elig: 0, Match: 9, TEM: 0, TM: 3, Ratio: 0.000) (Continued on the i		
Student Name: Adams, George (All Trips: 30, Transp Elig: 30, Med Elig: 0, Match: 3, TEM: 0, TM: 3, Ratio: 0.000) (Cont		
12/2/2013	Specialized Transportation	Specialized Transportation
12/16/2013	Specialized Transportation	Specialized Transportation
4/1/2014	Specialized Transportation	Specialized Transportation
4/1/2014	Specialized Transportation	Specialized Transportation
4/2/2014	Specialized Transportation	Specialized Transportation
4/3/2014	Specialized Transportation	Specialized Transportation
4/3/2014	Specialized Transportation	Specialized Transportation
4/3/2014	Specialized Transportation	Specialized Transportation
All Trips: 40		Transp Elig: 30

You can export this report to an Excel or PDF.

Questions?

Call Amy!