

Standardized Logs



MSB SCHOOL SERVICES

Standardized Paper Logs for SHARS Billing

Enhancing Efficiency & Audit Protection

Please use the tabs on the left side to read more about each service category and to find the appropriate paper logs for your service type.

For any questions about Paper Logs or the Claims Processing department, please contact your district's Program Specialist, or email Emily Scheliga at escheliga@msbconnect.com

Audiology/Hearing

There are two types of Audiology logs:

Documentation and Billing Forms

These are used for billing *and* documentation purposes, These forms have all required fields needed in the event of an audit. These forms can be used as standalone documentation, but should be kept on file with the district for a minimum of seven years, per SHARS policy.

Audiology Documentation Forms

- TX_MSB Paper Claim Audiology ([Electronic](#))
 - TX_MSB Paper Claim Audiology ([PDF](#))
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Paper Claim Forms

These are used *only* for billing, These forms are not used for documentation purposes and do not have all required fields needed in the event of an audit. These forms should be used alongside more comprehensive documentation that includes activities and observations.

Audiology Paper Claim Forms

- TX_MSB Paper Claim Audiology ([Electronic](#))
 - TX_MSB Paper Claim Audiology ([PDF](#))
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[Referrals](#) are required for SHARS audiology services.

A referral is defined as a written document requesting evaluation for services from the referring physician or other eligible referring provider, defined as follows:

- For SHARS audiology - an audiologist referring for audiology services, an APRN under the delegation of a physician, or a PA under the delegation of a physician

If you are the person responsible for submitting Audiology Referrals for students, they can be submitted for processing [at this secure link](#).

Counseling

There are two types of Counseling logs:

Documentation and Billing Forms

These are used for billing *and* documentation purposes, These forms have all required fields needed in the event of an audit. These forms can be used as standalone documentation, but should be kept on file with the district for a minimum of seven years, per SHARS policy.

Counseling Documentation Forms

- TX_MSB Paper Claim Counseling ([Electronic](#))
 - TX_MSB Paper Claim Counseling ([PDF](#))
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Paper Claim Forms

These are used *only* for billing, These forms are not used for documentation purposes and do not have all required fields needed in the event of an audit. These forms should be used alongside more comprehensive documentation that includes activities and observations.

Counseling Paper Claim Forms

- TX_MSB Paper Claim Counseling ([Electronic](#))
 - TX_MSB Paper Claim Counseling ([PDF](#))
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Nursing

There are two types of Nursing logs:

Documentation and Billing Forms

These are used for billing *and* documentation purposes, These forms have all required fields needed in the event of an audit. These forms can be used as standalone documentation, but should be kept on file with the district for a minimum of seven years, per SHARS policy.

Nursing Services Documentation Forms

- TX_MSB Paper Claim Nursing Services ([Electronic](#))
- TX_MSB Paper Claim Nursing Services ([PDF](#))

Nursing (Medication Administration) Documentation Forms

- TX_MSB Paper Claim Medication Administration ([Electronic](#))
 - TX_MSB Paper Claim Medication Administration ([PDF](#))
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Paper Claim Forms

These are used *only* for billing, These forms are not used for documentation purposes and do not have all required fields needed in the event of an audit. These forms should be used alongside more comprehensive documentation that includes activities and observations, such as a software used to document Nursing services.

Nursing Paper Claim Forms

- TX_MSB Paper Claim Nursing ([Electronic](#))
 - TX_MSB Paper Claim Nursing ([PDF](#))
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Nursing vs. Nursing Delegation

Nursing Services are provided by a licensed LVN/LPN or RN. Nursing Delegation is for staff without a Nursing license to document Nursing services or Medication Administered to Special Education students.

If you are a licensed Nurse, be sure to include your credentials on the paper log for

processing.

Occupational Therapy

There are two types of Occupational Therapy logs:

Documentation and Billing Forms

These are used for billing *and* documentation purposes, These forms have all required fields needed in the event of an audit. These forms can be used as standalone documentation, but should be kept on file with the district for a minimum of seven years, per SHARS policy.

Occupational Therapy Documentation Forms

- TX_MSB Paper Claim Occupational Therapy ([Electronic](#))
 - TX_MSB Paper Claim Occupational Therapy ([PDF](#))
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Paper Claim Forms

These are used *only* for billing, These forms are not used for documentation purposes and do not have all required fields needed in the event of an audit. These forms should be used alongside more comprehensive documentation that includes activities and observations.

Occupational Therapy Paper Claim Forms

- TX_MSB Paper Claim Occupational Therapy ([Electronic](#))
 - TX_MSB Paper Claim Occupational Therapy ([PDF](#))
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[Prescriptions](#) are required for SHARS Occupational Therapy services.

A prescription is required for OT services.

The prescription must be updated a minimum of one time every three calendar years. Occupational therapy services must be prescribed by a physician or other eligible prescribing provider.

A prescription for OT services must be signed and dated within three calendar years before the initiation of services.

If you are the person responsible for submitting Occupational Therapy prescriptions for students, they can be submitted for processing [at this secure link](#).

Personal Care

There are two types of Personal Care logs:

Billable Services Logs

Due to [policy changes surrounding Personal Care implemented in FY25](#), only certain activities are billable for Personal Care. These activities include: Bathing, Dressing, Eating, Locomotion or Mobility, Personal Hygiene, Positioning, Toileting, Transferring, Escorting, Meal Preparation, Money Management and Telephone Use or other Communication.

Personal Care BILLABLE

- TX_MSB Paper Claim Personal Care BILLABLE ([Electronic](#))
 - TX_MSB Paper Claim Personal Care BILLABLE ([PDF](#))
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Non-Billable Services Logs

If services aside from billable services listed above are rendered for students, those services can be documented on the forms below to ensure compliance with IEPs. These forms could be utilized for Academic Assistance, Monitoring, Redirection, Cueing, Prompting, and other Personal Care services.

Personal Care NON-BILLABLE

- TX_MSB Paper Claim Personal Care NON-BILLABLE ([Electronic](#))
 - TX_MSB Paper Claim Personal Care NON-BILLABLE ([PDF](#))
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Physical Therapy

There are two types of Physical Therapy logs:

Documentation and Billing Forms

These are used for billing *and* documentation purposes, These forms have all required fields needed in the event of an audit. These forms can be used as standalone documentation, but should be kept on file with the district for a minimum of seven years, per SHARS policy.

Physical Therapy Documentation Forms

- TX_MSB Paper Claim Physical Therapy ([Electronic](#))
 - TX_MSB Paper Claim Physical Therapy ([PDF](#))
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Paper Claim Forms

These are used *only* for billing, These forms are not used for documentation purposes and do not have all required fields needed in the event of an audit. These forms should be used alongside more comprehensive documentation that includes activities and observations.

Physical Therapy Paper Claim Forms

- TX_MSB Paper Claim Physical Therapy ([Electronic](#))
 - TX_MSB Paper Claim Physical Therapy ([PDF](#))
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[Prescriptions](#) are required for SHARS Physical Therapy services.

A prescription is required for PT services.

The prescription must be updated a minimum of one time every three calendar years. Physical therapy services must be prescribed by a physician or other eligible prescribing provider.

A prescription for PT services must be signed and dated within three calendar years before the initiation of services.

If you are the person responsible for submitting Physical Therapy prescriptions for students, they can be submitted for processing [at this secure link](#).

Psychological

There are two types of Psychological Service logs:

Documentation and Billing Forms

These are used for billing *and* documentation purposes, These forms have all required fields needed in the event of an audit. These forms can be used as standalone documentation, but should be kept on file with the district for a minimum of seven years, per SHARS policy.

Psychological Services Documentation Forms

- TX_MSB Paper Claim Psychological Services ([Electronic](#))
 - TX_MSB Paper Claim Psychological Services ([PDF](#))
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Paper Claim Forms

These are used *only* for billing, These forms are not used for documentation purposes and do not have all required fields needed in the event of an audit. These forms should be used alongside more comprehensive documentation that includes activities and observations.

Psychological Services Paper Claim Forms

- TX_MSB Paper Claim Psychological Services ([Electronic](#))
 - TX_MSB Paper Claim Psychological Services ([PDF](#))
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Speech & Language

There are two types of Speech and Language logs:

Documentation and Billing Forms

These are used for billing *and* documentation purposes, These forms have all required fields needed in the event of an audit. These forms can be used as standalone documentation, but should be kept on file with the district for a minimum of seven years, per SHARS policy.

Speech Documentation Forms

- TX_MSB Paper Claim Speech and Language ([Electronic](#))
 - TX_MSB Paper Claim Speech and Language ([PDF](#))
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Paper Claim Forms

These are used *only* for billing, These forms are not used for documentation purposes and do not have all required fields needed in the event of an audit. These forms should be used alongside more comprehensive documentation that includes activities and observations.

Speech Paper Claim Forms

- TX_MSB Paper Claim Speech and Language ([Electronic](#))
 - TX_MSB Paper Claim Speech and Language ([PDF](#))
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[Referrals](#) are required for SHARS Speech services.

A referral is defined as a written document requesting evaluation for services from the referring physician or other eligible referring provider, defined as follows:

- For SHARS ST - an audiologist referring for speech services, an APRN under the delegation of a physician, or a PA under the delegation of a physician

If you are the person responsible for submitting Speech Referrals for students, they can be submitted for processing [at this secure link](#).

Transportation

There are five types of Transportation logs:

Documentation and Billing Forms

These are used for billing *and* documentation purposes. These forms have all required fields needed in the event of an audit. These forms can be used as standalone documentation, but should be kept on file with the district for a minimum of seven years, per SHARS policy.

The district can choose their preferred version from the provided paper logs based on whether they are pursuing Personal Care on the Bus billing and can choose to document in a monthly or a biweekly form.

Transportation Standardized Paper Log Options:

- **All standard paper log versions in one file**
 - TX_MSB Paper Log Transportation (all versions) ([Electronic](#))
 - TX_MSB Paper Log Transportation (all versions) ([PDF](#))

 - **Driver Only - No Personal Care Provider**
 - TX_MSB Paper Log Transportation_2 Week-DRIVER ONLY ([PDF](#))
 - TX_MSB Paper Log Transportation_Month-DRIVER ONLY ([PDF](#))

 - **Personal Care Provider Only - No Driver**
 - TX_MSB Paper Log Transportation_2 Week-PCP ONLY ([PDF](#))
 - TX_MSB Paper Log Transportation_Month-PCP ONLY ([PDF](#))

 - **Driver and Personal Care Provider - 2 Week**
 - TX_MSB Paper Log Transportation_2 Week-Driver and PCP ([PDF](#))

 - **Driver and Personal Care Provider - 2 Week - AM/PM**
 - TX_MSB Paper Log Transportation_2 Week-AMPM-Driver and PCP ([PDF](#))

 - **Driver and Personal Care Provider - 1 Week**
 - TX_MSB Paper Log Transportation_1 Week-Driver and PCP ([PDF](#))

 - **Driver and Personal Care Provider - 1 Week - AM/PM**
 - TX_MSB Paper Log Transportation_1 Week-AMPM-Driver and PCP ([PDF](#))
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Resources:

- Guide to Transportation ([PDF](#))
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