Date of Service

Intended Audience

- All ARIES Users

Policy Background

The **Date of Service** field on the "Service" screen is a required field in order to save a service. The actual date of service is needed in order to perform accurate quality assurance reviews, service utilization analysis, and contract monitoring.

Procedures

Whenever possible, service data should be entered into ARIES in **real time**.

In cases where there is a delay in data entry, providers should enter the date the service was actually provided, not the date the service was entered into ARIES. For example, a client had a medical visit on August 10th, but the provider was not able to enter the service delivery information until August 23rd. The provider should enter "08/10/2010" in the **Date of Service** field, not "08/23/2010."

Compliance Monitoring

As part of its on-going data improvement process, the State Office of AIDS will periodically run quality assurance reports to monitor **Date of Service** for OA-funded providers.

Additional Information

- Providers needing assistance with the "Service" screen should consult the **ARIES User Manual** by pressing the F1 key while in ARIES or call the ARIES Help Desk at 1-866-411-ARIES (2743).

Related Policies

- ARIES Policy Notice No. E1 regarding **Timeliness of Data Entry**

- ARIES Policy Notice No. E2 regarding **Completeness of Data Entry**