




## Texas Early Hearing Detection and Intervention (TEHDI) Steps to Completing a Transfer from ECI Program to ECI Program

IMPORTANT NOTE: These steps must be followed in the order noted here. If you remove your program too early you will need to contact the ECI state office ([ECI\\_TEHDI@hhsc.state.tx.us](mailto:ECI_TEHDI@hhsc.state.tx.us)) immediately so the record can be reinstated.

**Professional Contacts:**

		Name	Service Type	Phone
View	Remove	Children's Medical Center - Legacy	Audiologist	469-303-4700
View	Remove	Children's Medical Center of Dallas	Audiologist	214-456-6177
View	Remove	LifePath Systems - ECI	ECI (Early Childhood Intervention)	972-562-0331
View	Remove	Methodist Dallas Medical Center	Birth Screen Provider	214-947-1833
View	Remove	Collins, Beth (RN)	PCP / Medical Home	903-630-9170
View	Remove	Methodist Dallas Medical Center	Submitter	214-947-1833

Add Professional Contact 

- Click on Add Professional Contact at bottom right of this section
- You will be routed to a different page
- You will see "Child information Page", here is where you can assign a new professional contact

### Child Information

#### Assign New Professional Contact:

##### Step 1: Select A Service:


Use the drop-down list below to select the type of service you wish to assign a provider for.

select a service 

- Go to "Step 1"
- Click on the drop box
- Locate the 5<sup>th</sup> option, "ECI"

##### Step 1: Select A Service:

Use the drop-down list below to select the type of service you wish to assign a provider for.

ECI (Early Childhood Intervention) 

- The "search for place (facility)" tab is a default setting
- Then press "Locate Professional Contact"

**Step 2: Select Professional Contact:**

Please click the 'Locate Professional Contact' button below to search for and select a professional contact to assign to the patient's record. Once a contact has been located and is displayed below, you may click the 'Save And Continue' button to add the professional contact to the patient's record.

choose one:  search for person  search for place (facility) ←



Locate Professional Contact    reset contact search


- A new little window will pop up

Select State/County - Google Chrome  
https://www.tehdi.com/tehdi2/scripts/ProfessionalContactSearch.asp?sid=110&ad...  
**Patient Search: Locate Professional Contact:**  
Facility Name:   
Service: ECI (Early Childhood Intervention) ▼  
 only display contacts with services?  
Certified: All ▼  
Phone:  Ext.:   
Street Address:   
Suite No.:   
City:   
State: TX ▼  
County: Select a County ▼  
Zipcode:  Region: Select a Region ▼  
Submit Search Criteria ←

- Type in the name of the ECI program you will be adding in the Facility Name box. For this example, an ECI program with "Dallas" in the name was chosen
- Please be keep in mind that the program is CAP sensitive and Harris Center/Warren Center need "The" added
- Press Submit Search Criteria
- The "Dallas Center" is where I need to transfer this child

NOTE: Sometimes using different search criteria will help, so if you don't see the program you need try using the city or you can just hit search and pull up all ECI contractors and select the one you need.

**Patient Search: Locate Professional Contact:**

	Name	Address	Zipcode	Region	Certified
 <input type="button" value="select"/>	Dallas Center Inc	8550 Cadenza Lane Dallas TX Dallas	75228	2/3	N
<input type="button" value="select"/>	Dallas Metrocare Services - ECI	1353 North Westmoreland, Building F Dallas TX Dallas	75211	2/3	N

- Press the select button on the correct ECI program
- The program will show up on the page (illustrated below with the blue arrow)

**Patient's Professional Contacts:**

Name	Service Type	Phone
Methodist Dallas Medical Center	Birth Screen Provider	214-947-1833
Methodist Dallas Medical Center	Submitter	214-947-1833
Collins, Beth, RN	PCP / Medical Home	903-630-9170
Children's Medical Center of Dallas	Audiologist	214-456-6177
Children's Medical Center - Legacy	Audiologist	469-303-4700
LifePath Systems - ECI	ECI (Early Childhood Intervention)	972-562-0331

**Assign New Professional Contact:**

**Step 1: Select A Service:**

Use the drop-down list below to select the type of service you wish to assign a provider for.

ECI (Early Childhood Intervention) ▼

**Step 2: Select Professional Contact:**

Please click the 'Locate Professional Contact' button below to search for and select a professional contact to assign to the patient's record. Once a contact has been located and is displayed below, you may click the 'Save And Continue' button to add the professional contact to the patient's record.

choose one:  search for person  search for place (facility)

**Dallas Center Inc**  
214-328-4309  
8550 Cadenza Lane  
Dallas  
TX  
Dallas  
75228



Edit Professional Contact To Search With

Referral Date:  



- Press "Save and Return to Child Information Page" tab in the center of the screen
- After saving, it will take you to your original screen

**Professional Contacts:**

		<b>Name</b>	<b>Service Type</b>	<b>Phone</b>
View	Remove	Children's Medical Center - Legacy	Audiologist	469-303-4700
View	Remove	Children's Medical Center of Dallas	Audiologist	214-456-6177
View	Remove	LifePath Systems - ECI	ECI (Early Childhood Intervention)	972-562-0331
View	Remove	Dallas Center Inc	ECI (Early Childhood Intervention)	214-328-4309
View	Remove	Methodist Dallas Medical Center	Birth Screen Provider	214-947-1833
View	Remove	Collins, Beth (RN)	PCP / Medical Home	903-630-9170
View	Remove	Methodist Dallas Medical Center	Submitter	214-947-1833

Add Professional Contact

- Both programs will be on the "Professional Contacts"
- Please make sure you see the ECI program you are transferring to
- Now you can remove your program
- The transfer is complete in TEHDI OZ Systems
- Email the TEHDI contact with the CID number of the child you just transferred. Once your program is removed, you will no longer be able to access that record