

ENTERING A NON-BILLABLE NOTE (602 OR 604)

The screenshot shows a software interface for entering a non-billable note. The window title is "Note: Alice AAA-Test Client, 6, 6/20/2011". The interface includes a client list on the left, a main form for note entry, and a table on the right. A red arrow points to the "Billing Code" dropdown menu, which is set to "(602)Non Billable Case Management 100.00ur". A yellow arrow points to the "Note Type" dropdown menu, which is set to "*** N/A ***". The main text area contains the note: "Therapist went to see pt for scheduled visit and was advised she had been hospitalized last week as a result of a fall and was released to SNF for re-hab. Therapist to follow-up with call to pt's daughter within the week." The right-hand table has columns "Released" and "Released On".

To enter a '602 Non-Billable' note – go to 'NEW PROGRESS NOTE' as you would for a weekly note. Select "602 Non-Billable" in the BILLING CODE drop down (RED ARROW). You do not need to select a template in the NOTE TYPE (shown by YELLOW ARROW) tab, and then SAVE.

Enter the information on the main body of the note, including reasons why you cannot see your patient; any information exchanged with staff; other providers; social agencies; and family that you feel is necessary.

If you know that your patient will be in the hospital or re-hab for an extended stay, please note that in your 602 note. A weekly update is sufficient if it is known you plan to see them when they are released.

If you are having difficulty contacting a new referral or client, please create a '602' note so that this situation can be tracked. If you need any assistance contacting a referral, please let the BMSC home office know so that additional calls can be made from there.

If you go to see a patient and they were not home and did not provide any notice, and possibly staff/family members cannot provide reason for absence, please choose a '604 Client No Show' in the billing code and just include what occurred that day.

If you have agreement to meet with a longterm client 2x/month or even 1x/month, please enter 602 stating so.