

Attention BHRS Contract Agencies:

Policy Memo 01-17: Addition of Service Time for Billed Services: *Client Present in Person* (Face to Face Contact) and *Other Billable Services*

Memo Date: January 4, 2017

Contractor Implementation Date: Billing changes must be implemented by February 1st. Any billing for services on or before January 31st must be submitted no later than February 14th.

As of March 1, 2017 the BHRS billing system will change. Therefore any claims in the current format need to be entered into the system before it changes. If you need accommodation contact Doreen Avery for assistance. This means February claims must be submitted in the new format.

All billing submitted with an electronic file or submitted with the Service Reporting Form or Group Reporting Form must divide Service Time: Client Present in Person (Face to Face) and Other Billable Service Time.

Any claims submitted after March 1, 2017 in the old formats will be returned for correction.

All progress notes must include these two fields documented in minutes:

1) Service Time - Client Present in Person: this is time that the client is physically present.

2) Other Billable Service Time: includes charting billable documentation/progress notes, travel to provide a billable service, phone contact with client, collateral contacts, and other services when the client is not present.

**Any progress notes written on or after February 1, 2017 must be divided into the two time durations noted above or be subject to disallowance.

The updated versions of the Service Reporting Form and Group Reporting Form are available at <http://www.smchealth.org>: For San Mateo County Contractors <http://www.smchealth.org/bhrs/providers/soc> and for Out-Of-County Youth Contractors <http://www.smchealth.org/bhrs/providers/oocy>

For assistance with electronic submissions or file requirements contact Doreen Avery, Revenue and Reimbursement Manager, 650-573-2284, Davery@smcgov.org Please address any other questions to Jeannine Mealey at jmealey@smcgov.org

Jeannine Mealey MS, LMFT, Quality Management Manager, BHRS



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