SAN MATEO COUNTY HEALTH
BEHAVIORAL HEALTH & RECOVERY SERVICES

BHRS Progress Note

Client Name		**MR#**	
Agency		**Provider**	
Date of Service		**Service Time**	
Did client participate in this service?	☐ Yes ☐ No	**Documentation Time**	
Did collateral participate in this service?	☐ Yes ☐ No	**Travel Time**	
Service Charge Code		**Non-Billable Time***	
Add-On Code		**Interpreter Name**	
Location Code		**Language Provided in**	

If follow up appointment was scheduled, please mark what type of appointment was offered for next appointment?	☐ **In-person** ☐ **Phone** ☐ **Telehealth**

Groups Only	
Number of Clients in Group	

Type of Progress Note	☐ Independent Note ☐ New Service Note ☐ Care Plan Progress Note
Care Plan Progress Note Type (if applicable)	☐ Targeted Case Management ☐ Intensive Care Coordination ☐ Peer Support Services

Printed Name/Signature & License or Job Title of Clinician Providing Service/Writing Note.   Date

Printed Name/Co-Signature & License of Supervising Clinician   Date

* Some contracted agencies do not have a "non-billable time" field. If this is the case for your agencies' EHR and you want to document time you spent on non-billable activities, you may create a separate non-billable note using a non-billable service code.

Mental Health Codes

SERVICE CODES for MH

Please refer to the BHRS Service Code Cheat Sheet for a list of Mental Health Service Codes that are used across the BHRS system.

Individual contract agencies may have additional service codes for specific services that are unique to their program. Those agencies that have additional codes should refer to the codes list provided by MIS for a full list of service codes available to your agency.

LOCATION CODES for MH

Please refer to the BHRS Location Code Index for examples of each location type and information on which location codes are fully blocked ("Lockout") or partially blocked ("Partial Block") from billing.

Code	Description	Code	Description
V	26.5 Youth Out-of-State (Lockout)	Y	PES (Lockout)
I	Age-Specific Community Center	11	Phone – Client At Home
4	AOD Residential	12	Phone – Client Not At Home
J	Client's Job Site	17	Phone – Non-Client Contact
B	Field	99	Psychiatric Hospital SMMC 3AB (Partial Block)
G	Health Facility/PCP/SNF (non psych)	D	Psychiatric Hospital (Partial Block)
H	Home	100	Residential Care – Adults Locked (Partial Block)
E	Homeless Shelter	L	Residential Care – Adults (Partial Block)
13	IHBS Home Visit	R	Residential Care – Children
W	IMD/MHRC (Lockout)	S	School
C	Jail/Yth SVS (Lockout)	X	Skilled Nursing Facility – Psychiatric (Lockout)
Z	GPO-Jail/Youth Services Center	88	SMMC ED
Q	Missed Visit (Lockout)	6	SMMC OFFICE
M	Mobile Service	T	Telehealth
10	Non-residential Opioid Treatment Facility	8	Telehealth Home
A	Office	K	Voicemail/Fax/Email (Lockout)
O	Other Community Location		

SUD Codes

SERVICE CODES for SUD

SUD Contract Agencies should use the agency-specific list of codes rather than the Service Code Cheat noted above.

LOCATION CODES for SUD

Please refer to the BHRS Location Code Index for examples of each location type and information on which location codes are fully blocked ("Lockout") or partially blocked ("Partial Block") from billing.

Code	Description	Code	Description
4	AOD Residential	11	Phone – Client At Home
10	Non-residential Opioid Treatment Facility	12	Phone – Client Not At Home
Q	Missed Visit (Lockout)	T	Telehealth
17	Phone – Non-Client Contact	8	Telehealth Home
E	Homeless Shelter	A	Office