



Client Name		MR#	
Agency		Provider	
Date of Service		Service Time	
Did client participate in this service?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Documentation Time	
Did collateral participate in this service?	<input type="checkbox"/> Yes <input type="checkbox"/> 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?		<input type="checkbox"/> In-person <input type="checkbox"/> Phone <input type="checkbox"/> Telehealth	
<b>Groups Only</b>			
Number of Clients in Group			

Type of Progress Note	<input type="checkbox"/> Independent Note <input type="checkbox"/> New Service Note <input type="checkbox"/> Care Plan Progress Note
Care Plan Progress Note Type (if applicable)	<input type="checkbox"/> Targeted Case Management <input type="checkbox"/> Intensive Care Coordination <input type="checkbox"/> 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
V	26.5 Youth Out-of-State (Lockout)
I	Age-Specific Community Center
4	AOD Residential
J	Client’s Job Site
B	Field
G	Health Facility/PCP/SNF (non psych)
H	Home
E	Homeless Shelter
13	IHBS Home Visit
W	IMD/MHRC (Lockout)
C	Jail/Yth SVS (Lockout)
Z	GPO-Jail/Youth Services Center
Q	Missed Visit (Lockout)
M	Mobile Service
10	Non-residential Opioid Treatment Facility
A	Office
O	Other Community Location

Code	Description
Y	PES (Lockout)
11	Phone – Client At Home
12	Phone – Client Not At Home
17	Phone – Non-Client Contact
99	Psychiatric Hospital SMMC 3AB (Partial Block)
D	Psychiatric Hospital (Partial Block)
100	Residential Care – Adults Locked (Partial Block)
L	Residential Care – Adults (Partial Block)
R	Residential Care – Children
S	School
X	Skilled Nursing Facility – Psychiatric (Lockout)
88	SMMC ED
6	SMMC OFFICE
T	Telehealth
8	Telehealth Home
K	Voicemail/Fax/Email (Lockout)

**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
4	AOD Residential
10	Non-residential Opioid Treatment Facility
Q	Missed Visit (Lockout)
17	Phone – Non-Client Contact
E	Homeless Shelter

Code	Description
11	Phone – Client At Home
12	Phone – Client Not At Home
T	Telehealth
8	Telehealth Home
A	Office