

REFERRALS	DIAGNOSTIC EVALUATION 1st session	In between 1st and 2nd session	Psychotherapy or Family Therapy 2 nd Session	HELPFUL TIPS
<p>You will find available referrals in your LUXSCI email</p> <p>If you can accept the case reply to the email as soon as possible. <i>First come, first serve.</i></p> <p>Document case acceptance into a blank note in MC+. Document all attempts to contact the client into a blank note. You are required to contact the client the SAME DAY you accept the case.</p> <p>If the client has been discharged from the hospital you have to provide a session within 7 days</p> <p>Verify Insurance MONTHLY at kymmis.com. Renee will send a monthly email detailing how to verify insurance.</p> <p>Intake Coordinator will send the client the ENROLLMENT FORMS: Permission to Treat, Auth to Share and Client Information. You will receive an email once these forms have been uploaded to the client file.</p> <p>ENROLLMENT FORMS</p> <p>Enrollment forms must be completed prior to providing therapeutic services!!!</p>	<p><u>Prior to this session</u> review the CLIENT INFORMATION FORM in MC+ setup. This will help you complete the biopsychosocial form.</p> <p>Go to transformationsllc.net click on <i>Intranet</i> and then click on “Evaluation Services”. Choose the appropriate form (Adults or Children & Adolescents)</p> <p>Copy and paste the biopsychosocial document into a blank note in MC+. Click “save”. You will sign and lock after the session.</p> <p>Meet with the client, gather information and fill in the biopsychosocial. This document is used to establish MEDICAL NEED.</p> <hr/> <p>Within 48 hours of this session do the following:</p> <ol style="list-style-type: none"> 1. Create a bill claim (enter your correct billing modifier and location) 2. Complete a brief blank note describing the service provided, participants with start and end times. 	<p>Complete the Biopsychosocial, Treatment Plan and Level of Care forms. Some-times this takes more than one session.</p> <p>Click on the link above or go to transformationsllc.net, click on <i>Intranet</i>, then click on “Treatment Planning”, and then click on <i>Treatment Plan</i>. Complete this form.</p> <p>Use <i>measurable</i> problem and goals that are related to the diagnosis by identifying <u>frequency</u>, <u>intensity</u> and/or <u>duration</u> of diagnostic symptoms.</p> <p>Ex: Client has episodes of anxiety that include excessive worry, low frustration tolerance and poor concentration 4-6 x weekly, that last half the day with an 7-8 intensity level.</p> <p>Give a copy of the treatment plan form to the client at the next session.</p> <hr/> <p>Go to transformationsllc.net and click on <i>Intranet</i>. In the Quick Reference guide click on Treatment Plan Sig Page. Copy the link in the address and send to the client for their signature.</p>	<p>Give a copy of and review the Treatment Plan with the client and/or guardian.</p> <p>Provide a therapeutic service.</p> <p>Psychotherapy is alleviating symptoms, changing maladaptive patterns of behavior and/or assisting in the growth and development of the client.</p> <p>Family therapy is addressing the conditions of the client that adversely impact the family.</p> <p>—— after the session ——</p> <p>Complete a BHP note within 48 hours!!</p> <p><u>Add addendum</u> to the Treatment Plan note that you gave the client a copy, reviewed the plan with the client and they agreed to the treatment goals.</p> <p>If client/guardian signed an Authorization to Share info for the Primary Care Physician (PCP) complete the COLLABORATIVE CARE FORM and send to PCP. If not do a blank note that client declined.</p>	<p>At transformationsllc.net click on <i>Intranet</i>. The Behavioral Health Services section lists all the steps from <i>Opening to Closing</i> a case.</p> <p>SIGN and LOCK all progress notes within 48 hours of the start of the session.</p> <p>Experienced therapists complete notes within 24 hours.</p> <p>Learn the COPY and PASTE keys on your computer. Copy and paste biopsychosocial and treatment plan forms into blank notes. This is a time saver!</p> <p>All <u>Medicaid Treatment Plans</u> and Biopsychosocials must be updated every 6 months. Update both items during the same session. You can bill 90791 (diagnostic evaluation) and H0032 (service plan development) every 6 months.</p> <p>When your Billing Reviewer sends you a request to correct a note do so in a timely manner!</p>