



# QRTips

October 2015

The following information applies to programs with EHR (Electronic Health Records) and programs still using paper records.

## Care Plan (CP) reminders:

- Only services listed on the Care Plan can be billed to Medi-Cal.
- Objectives are typically written for **12 months**. If objectives are written for only 10 months or any other time less than 12 months, then that Care Plan **will expire** when all of the objectives expire.
- Services cannot be merely listed. A **rationale** for treatment **is required** for each additional service modality.
- When updating the Care Plan to add services:
  - If a change or a modification is done on an existing CP, a signature is not required. However a progress note **is required** explaining what the change or modification was made.
  - The progress note should include a comment that the change/modification was **reviewed with the parent or client**.

## Reminders on non-billable activities:

- Be mindful of the various non-billable activities. ([See April 2014 QRTips](#))
  - When documenting a non face-to-face activity and billing for it, this activity must be one that can be billed to Medi-Cal; For instance, if a non face-to-face activity was related to completing or filing the Voter Preference form, then this would be considered non-billable to Medi-Cal.
  - Recent audits reveal that clinicians (MDs/NPs) are continuing to bill Medi-Cal for the **review of documents/and other records**. Per DHCS guidelines, this activity **is non-billable**.

## Completing various billable forms:

- Whenever completing forms such as the MSE, the annual update, etc. the completion of the document **should match** the date of the progress note billing for the service of completing that specific form/s.

**For example:** If the MSE was completed on 10/1/15, then the progress note documenting the completion of the MSE should be 10/1/15.

If several forms (EHR and paper charts) are completed over several days **do not bundle** these activities into one progress note on one date. Each form should be completed and billed distinctly on the day they were completed. If a form required two days to complete, then two progress notes would be expected for each day that activity occurred.