



QRTIPS

Health Care Agency • Behavioral Health Services • CYS Quality, Review & Training

July 2010

Useful Encounter Document (ED) Reminders:

- Provider's printed name, job classification, and license should be indicated under the provider's signature line at the bottom right of the ED (e.g., Calvin Clinician, PhD, Clinical Psychologist II or CP II). When the provider is an intern, then this should be clearly indicated in lieu of the license (e.g., Pam Provider, MFTI).
- "Face to Face" applies exclusively to the client. Services are "face to face" only when the provider and client are both present at the time the specialty mental health services were provided.
- CPT Modifier boxes AJ LCSW or AH PhD must be checked when the provider is an LCSW or a psychologist (PhD or PsyD), whichever is applicable.
- CPT Modifier box 22 Unusual Procedural Svcs should be checked when billing Individual Therapy for 81 **service minutes** or more. CPT code 90808 for Individual Therapy should also be checked.
- CPT Modifier 52 Reduced Svc should always be check when billing Individual Therapy for 19 **service minutes** or less. CPT code 90804 for Individual Therapy should also be checked.
- List all diagnoses on the ED. Those you are treating the day of the service go in the left column labeled Treated Today with the primary diagnosis always listed first. The remaining diagnoses must be listed in the column on the right labeled Other DX.
- "Custody" refers only to when a minor is incarcerated at Juvenile Hall or, less commonly, is in jail for the time being. This does not pertain to a minor placed at Orangewood Children's Home. If the In Custody box is checked, all services must be made non-billable to MediCal.
- Trauma and Substance Abuse boxes must always be checked – either "Yes" or "No," and should not be left blank. Whenever a substance abuse diagnosis is included as one of the diagnoses on the ED, the "Substance Abuse" box **must** be checked.
- Under the ED heading Service Strategies, the box labeled M61 Age-Specific Service Strategy needs to be checked for all CYS clients. Each ED may include up to three service strategies checked.
- No liquid paper "White Out" may ever be used on an ED. Instead: error out original, initial, date.