

Discharge Paperwork: What's Reimbursable?

Completing discharge summaries and other clinical documents is a reimbursable specialty mental health service when those documents benefit the client and are not solely clerical or solely for the benefit of the Sonoma County Behavioral Health Division.

Specialty Mental Health Services Must Help the Client

For discharge summaries or other documents to help the client, you must take action with or based on those documents. For example, you may need to share the closing summary with the client's new providers to maintain continuity of care, or include it in a referral packet to justify the client's need for services. Because you are using the closing documents to help link a client to services, you are doing reimbursable 301 Targeted Case Management.

If you are completing closing summaries for the benefit of the SCBH records but not the client, you are not providing specialty mental health services to the client. Examples would include a discharge summary on a client who is missing, a discharge summary on a client who is refusing all services, and a discharge summary on a client who no longer needs any mental-health services from any providers. Even though these summaries require clinical knowledge to complete, they are not for the client's benefit and we would not take additional action based on those documents. They are therefore not reimbursable specialty mental health services. These services would be documented with NPC notes.

Specialty Mental Health Services Must Be Clinical Work

In order for closing summaries or other discharge documents to be reimbursable specialty mental health services, they also must be clinical work that requires clinical knowledge and training to complete. Examples of such clinical documents would be CANS/ANSA assessments or items containing diagnostic information.

Clerical work, including faxing, printing previously completed assessments, and emailing encrypted packets, is not a reimbursable specialty mental health service and cannot be billed as such. You can document this work (if needed) as NPC.

Documentation: 301 Targeted Case Management

- You **MUST** document what actions you are taking or will take with the summary (e.g., completing referral packet to Beacon).
- You can include information showing that you completed clerical task as well, but:
 - Don't include any clerical time in your total time, **and**
 - Be clear in the note that it's not included in the total time. (E.g., "Completed closing CANS summary for client. Photocopied full discharge packet and faxed to Beacon [not included in billable time]."

Example Note

P - (Purpose): To link Ariana with Beacon to assure continuity of care for Major Depressive Disorder, which has been impairing her school and family functioning.

I - (Intervention): Reviewed Ariana's records. Based on chart review and clinical knowledge of client, completed ANSA discharge summary to include in Beacon referral for Ariana's step-down to community services. Filled out Beacon clinical referral form. [Not included in documented time: Assembled full Beacon referral packet and faxed it.]

R - (Response): Ariana has a diagnosis of Major Depressive Disorder, with mild impairments in school and family functioning. She will be referred through Beacon for outpatient therapy and medication management.

PL - (Plan): PSC will follow up with Beacon.