1.0 Policy

It is the Policy of the Division of Public and Behavioral Health (DPBH), Substance Abuse, Prevention, and Treatment Agency (SAPTA) that all providers, in accordance with 505 (a) of the Public Health Service Act (42 US code 290aa-4) which directs the Administrator of the Substance Abuse and Mental Health Services Administration (SAMHSA), to collect items including admission and discharge data.

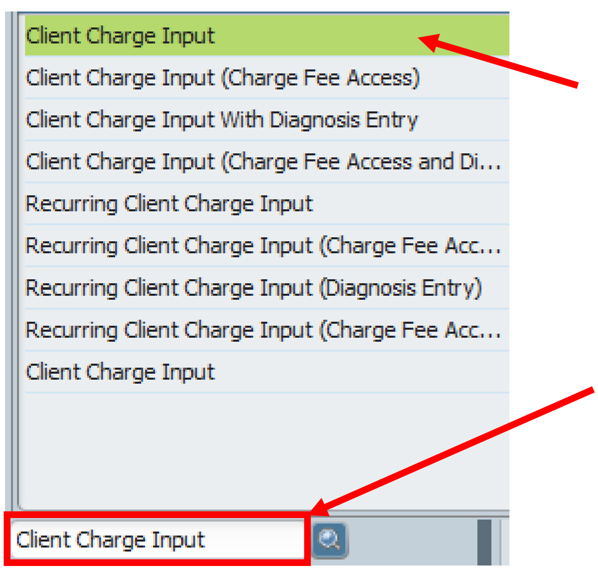
The **Client Charge Input** form is used to manually enter charges into a client's account (which posts to the **Client Ledger.**) (In order to post more than one client's charges at a time, please refer to the **Spreadsheet Charge Input** policy.)

Charges are also posted to the **Client Ledger** through progress notes (either **Ambulatory Progress Notes** or **Progress Notes (Group and Individual).**

Note: A managed care authorization (if applicable) must first be setup for the client in the **Cross Episode Managed Care Authorizations** form.

2.0 Procedure

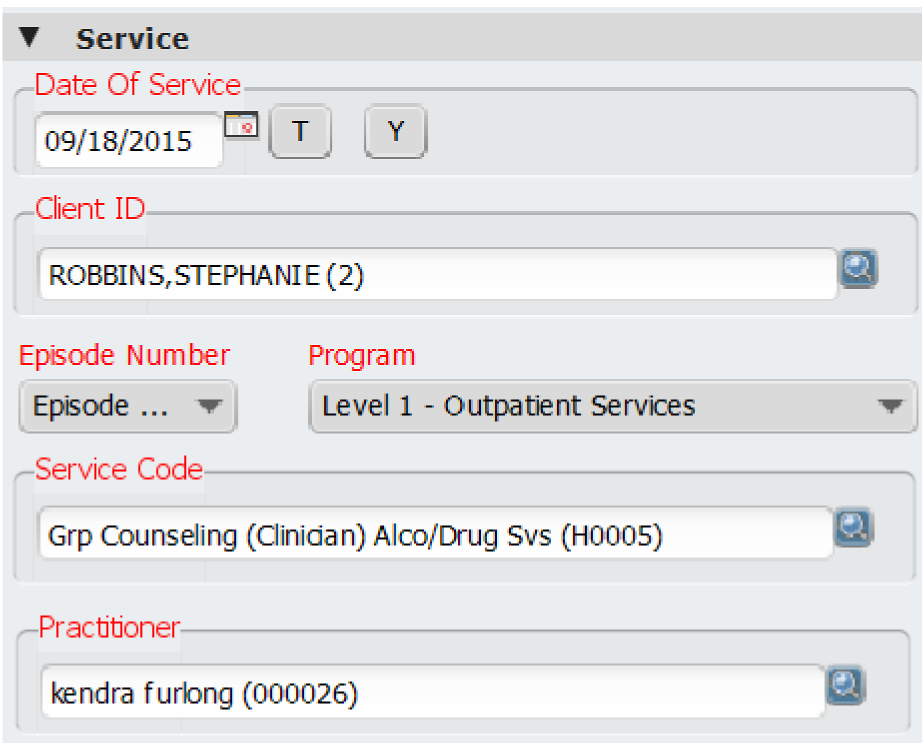
1. On the Avatar home screen, type **Client Charge Input** into the Search Forms widget in the bottom-middle of the screen. Double click **Client Charge Input.**



2. In the **Date Of Service** field, enter the service date.
    a. Click **T** for today
    b. Click **Y** for yesterday
3. In the **Client ID** field, enter the client name or ID, and select.
4. In the **Episode Number** field, select the client episode that this charge belongs to.
5. In the **Program** field, select the client program.
6. In the **Service Code** field, enter the service code name or number, and select.

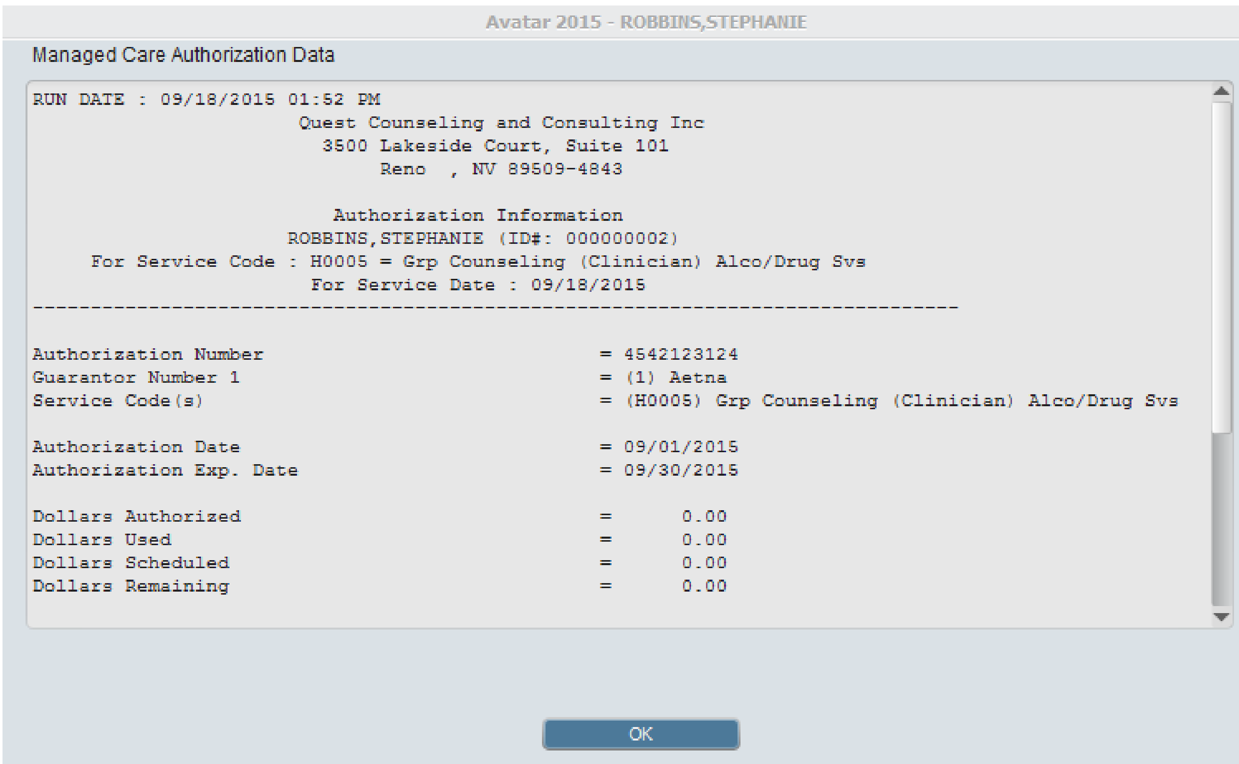
    Note: You must ensure that this charge hasn't already been posted to the **Client Ledger** via a progress note.

7. In the **Practitioner** field, enter the practitioner name or ID, and select.

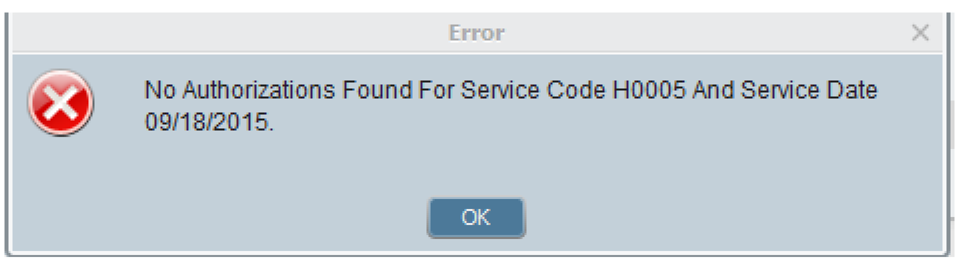


8. Click the **Display Managed Care Authorization Data** button in the upper right hand corner of the screen to display the managed care authorizations for the client, service code, and date of service.

a. The managed care authorization data screen will appear if there is a pre-authorization in the system.

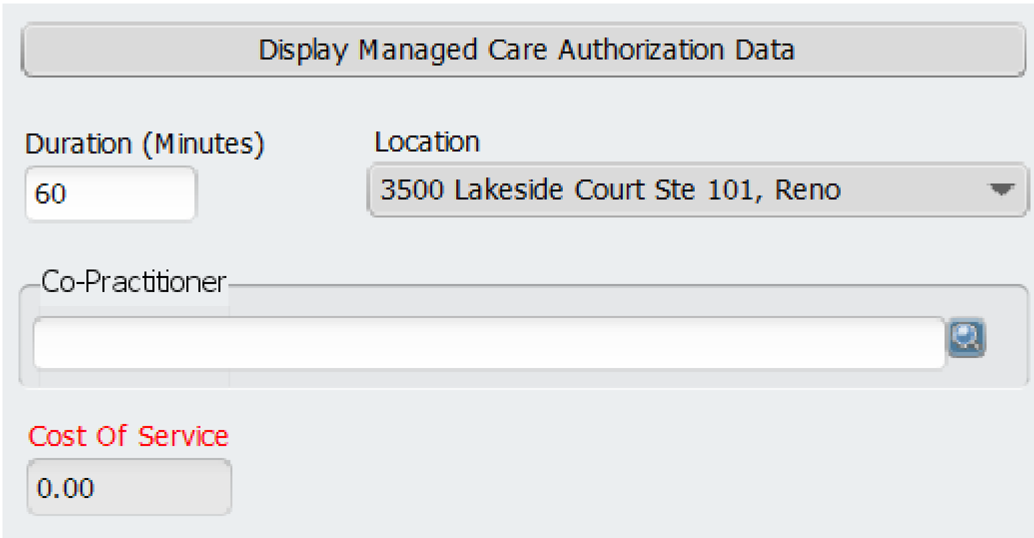


b. If there is not a pre-authorization in the system, the following error will display.



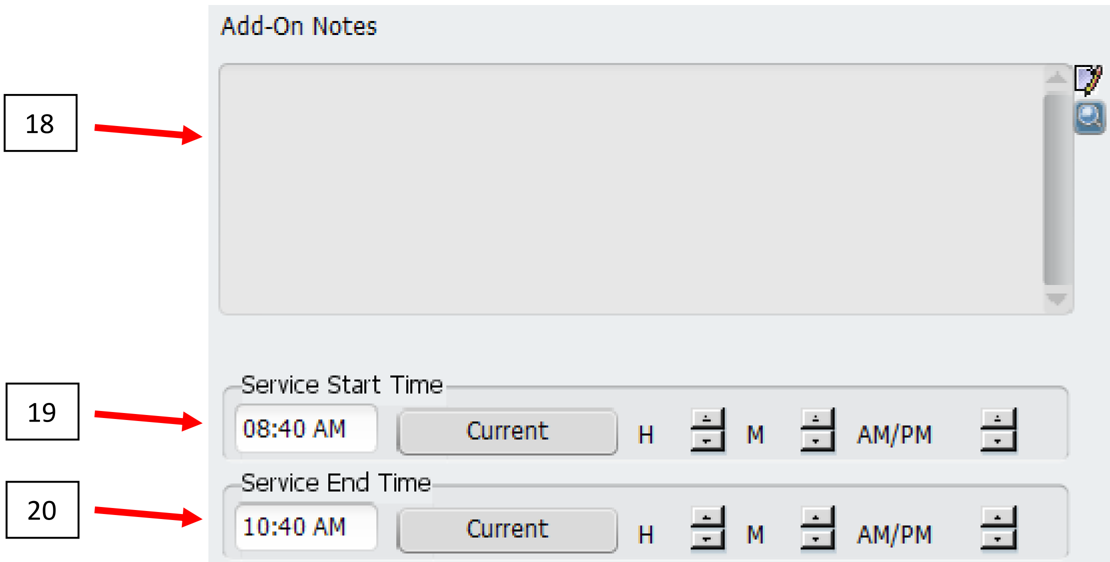
9. In the **Duration (Minutes)** field, enter the service duration.
10. In the **Location** field, select the service location from the drop-down choices of the location in which the service occurred.
11. In the **Co-Practitioner** field, enter the co-practitioner name or ID, and select (if applicable).
12. The **Cost of Service** displays the service fee based on the sliding fee scale that was entered into the **Financial Investigation** form.

a. In the example below, it reflects a $0.00 charge for that service. Per the sliding fee scale, this client's self-pay amount will be $0.00.



13. In the **Modifiers** field, enter applicable **Modifiers**.
    a. Modifiers are only used in special billing circumstances and are not mandatory for all billing practices.
14. In the **Referring Practitioner** field enter the **Referring Practitioner**, if applicable.
    a. In more cases than not, this field will remain blank. The practitioner in charge of this client is already completed above.
15. In the **Referring Provider** field enter the **Referring Provider**, if applicable.
    a. In more cases than not, this field will remain blank. The practitioner in charge of this client is already completed above.
16. In the **Additional Service Information** field, select the applicable codes.
    a. This field is only used if a service code was chosen that accepts additional service information.
17. In the **Psychotherapy Add-On Duration** field, enter the add-on duration in minutes.

18. In the **Add-On Notes** field, enter any additional information related to the add-on.
19. In the **Service Start Time** field, enter the start of the service time.
20. In the **Service End Time** field, enter the time the service ended.



21. Click the **Submit** button in the upper left hand corner of the screen. You will submit the data and be returned to the Avatar home screen.