ENTERING NON BILLABLE TIME IN SCHEDULING CALENDAR

LOCATION	PM→ Appointment Scheduling→ Scheduling Calendar
PURPOSE	This form is used to enter non billable time.
RULES	There are two types of service codes 1. Service codes associated with direct client service. Direct service codes are used when writing progress notes. 2. Service codes that are indirect or not associated with the client but are entered through the scheduling calendar option in the EMR. If you are providing a group MHSA service click on the MHSA services tab Record relevant information about the services provided
STEPS	1. Click on the date you wish to schedule the appointment 2. Click and drag from appointment start time to end time or Right click and left click add appointment 3. Appointment site will default to the location you set up in the Staff Member Hours and Exceptions or you can pick from the drop down box 4. Enter appointment data (date, start time, end time and duration) 5. Select the program from the drop down box (the program the client is opened to) 6. Enter the service code or name: list of codes are at the bottom of the page. 7. If the appointment will be a reoccurring appointment enter the details in this section 8. Practitioner should auto default 9. Appointment Status defaults to scheduled but you can select from the drop down menu 10. Select the location 11. Enter any notes if necessary 12. For programs approved to provide MHSA services the MHSA service codes will be activated. 13. Submit/save the appointment

The service codes are

- **801**= Staff Meeting (All Staff meetings)
- **802**= UR/QI
- **803**=Vacation/Sick
- **805**=Indirect Services (note: if selecting indirect services please click on the notes tab and record information about the indirect services)
- **806**= Training *(note: if selecting training please click on the notes tab and record the title of the supervisor approved training)*
- **807=** Supervision
- **808=** Committee Work
- **809=** Non Working Time *(this code is used for people to enter non-working hours when not working full time)*

For programs approved to provide MHSA services the MHSA service codes will be activated.

▼ **MHSA Services**

(12) Title of MHSA Service Provided

MHSA Service Location

Location Zip Code

Total Number Served

Age Group Served
- [ ] 0-16
- [ ] 17-25
- [ ] 26-59
- [ ] 60+ w/o

Notes/Purpose of Contact

The MHSA service codes are
- **811 Outreach + Engagement**
- **812= Early Intervention**
- **813= Indicated/Selected** (Prevention)
- **814= Universal** (Prevention) *Addresses entire population (neighborhood, school, community, etc.)*