

## ENTERING NON BILLABLE TIME IN SCHEDULING CALENDAR

|                 |   |
|-----------------|---|
| <b>LOCATION</b> | PM → Appointment Scheduling → Scheduling Calendar   |
| <b>PURPOSE</b>  | This form is used to enter non billable time.   |
| <b>RULES</b>    | <p>There are two types of service codes</p> <ol style="list-style-type: none"> <li>1. Service codes associated with direct client service. Direct service codes are used when writing progress notes.</li> <li>2. Service codes that are indirect or not associated with the client but are entered through the scheduling calendar option in the EMR.</li> </ol> <p>If you are providing a group MHSA service click on the MHSA services tab Record relevant information about the services provided</p>   |
| <b>STEPS</b>    | <ol style="list-style-type: none"> <li>1. Click on the date you wish to schedule the appointment</li> <li>2. Click and drag from appointment start time to end time or Right click and left click add appointment</li> <li>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</li> <li>4. Enter appointment data (date, start time, end time and duration)</li> <li>5. Select the program from the drop down box (the program the client is opened to)</li> <li>6. Enter the service code or name: list of codes are at the bottom of the page.</li> <li>7. If the appointment will be a reoccurring appointment enter the details in this section</li> <li>8. Practitioner should auto default</li> <li>9. Appointment Status defaults to scheduled but you can select from the drop down menu</li> <li>10. Select the location</li> <li>11. Enter any notes if necessary</li> <li>12. For programs approved to provide MHSA services the MHSA service codes will be activated.</li> <li>13. Submit/save the appointment</li> </ol> |

**Scheduling Calendar**

Filter: QUALITY ASSURANCE

MARCHEBOUT, ROSA (002354)

Uncheck all

View:  Day  Week  Month

1 February 2012

Sun Mon Tue Wed Thu Fri Sat

29 30 31 1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 1 2 3

4 5 6 7 8 9 10

Today

Find New Appointment  
Find Existing Appointments  
Refresh  
Reports

Show work week  Shrink to fit

Out Personal/Staff Appointment Client Appointment  
Group Appointment Co-Staff Appointment Available

15

Dismiss

2012  
Mon, Feb 13 Tue, Feb 14 Wed, Feb 15 Thu, Feb 16 Fri, Feb 17

MARCHEBOUT, ROSA MARCHEBOUT, ROSA MARCHEBOUT, ROSA MARCHEBOUT, ROSA MARCHEBOUT, ROSA

9:00 AM  
10:00 AM  
11:00 AM  
12:00 PM  
1:00 PM  
2:00 PM

11:00 AM

MARCHEBOUT, ROSA (002354) - Available  
Add Appointment

Click on the time of the appt drag down for the duration of the appointment or right click then select add appointment with a left click

Avatar 2011 - Add New Appointment

**Add New Appointment**

**Appointment Details**

Appointment Details

MHSA Services

**13** Submit

**Online Documentation**

**Appointment Details**

**Appointment Site** **3**

QUALITY ASSURANCE

**Appointment Date** **4**

02/14/2012 T

**Appointment Start Time**

01:15 PM Current

**Duration**

15 **5**

**Appointment End Time**

01:30 PM Current

**Program** **6**

Service Code **7**

**Recurrence Schedule**

Once

**# of Sessions**

**Client**

**Episode Number**

**Appointment Notes** **11**

Evidence-Based Practices / Service Strategies (CSI)

- Age-Specific Service Strategy
- Assertive Community Treatment
- Delivered in Partnership with Health Care
- Delivered in Partnership with Law Enforcement

**Practitioner** **8**

MARCHEBOUT, ROSA (002354)

**Appointment Status** **9**

Scheduled

**Location** **10**

**First Co-Practitioner**

**First Co-Practitioner Duration**

**Second Co-Practitioner**

**Second Co-Practitioner Duration**

**Group #**

**# Of Clients**

### 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.**

**12** ▼ **MHSa Services**

Title of MHSa Service Provided 

MHSa Service Location

Location Zip Code

Total Number Served

Age Group Served

- 0-16
- 17-25
- 26-59
- 60+/n

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.)***