Behavioral Healthcare Corporation
Mental health for all we serve.

Procedures for Completing Documentation

Before meeting with a client

- Write client's name on Timesheet

While with a client.

- Open the client's chart in EHR
- Create Superbill in client's chart
- Have client sign that Superbill
- Save Superbill as a draft
- Open Progress notes and begin filling it out.
    - Pay special attention to start time
- Save Progress Note as draft

After session with client.

- As the session wraps up, enter the end time on Progress Note.
    - This will be found in the "My Saved as Draft Forms"
- Save Progress Note once again.

While completing the day's documentation.

- Have timesheet on hand and open EHR.
- Go directly to "My Saved as Draft Forms"
    - Every document should be listed here
- Open the Progress Note first and complete the written documentation.
    - Make sure that the Duration, POS, DOS, and Modality match the timesheet.
    - Add correct documentation to timesheet as you complete this.
- Once finished with your note, make sure to click on Complete.
- Next open the corresponding superbill which should also be located in the "My Saved as Drafts Forms"
    - Make sure that the Duration, POS, DOS, CPT code, and Modifiers match the timesheet.
- Once finished with your Superbill, make sure to click Complete.

What to do when Corrections are required

- Go to "Forms Forwarded to Me for Review" to see all documents that need corrections.
- Once the document has been properly corrected, click Complete.

End of day procedure

- Charge computer.
- Charge Hotspot and/or cell phone.

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