

Dr Yaroslavsky – Note and SB Process

Progress Note

- Dr Y composes a Progress Note on his client and saves it as a draft
- Pam L will print Dr Y's Progress Notes and look for errors with Char and make corrections on hard copy on Thursday morning. Dr Y's Time Sheet will be given to Cat on Thursday morning
- Pam L will go into her inbox and make changes/adjustments as need and save the Progress Note as a draft
- Dr Y completes the Progress Note when he returns the following Wednesday
- Pam L compares Progress Note to Super Bill and Signs off on the Progress Note
- No Shows (NS) Dr. Y will write a Multidisciplinary Note for any client who did not show for an appointment and save it as a draft. Pam L will make any changes and return to Dr Y to Complete Pam L will sign off on
- Cancellations (CXL) – Dr Y will write a Multidisciplinary Note If the client reschedules “RS” the appointment or not “RS” will be put on the Time Sheet as the code “CXL/RS”
- Albright Life Clients – No Super Bill or Progress Note Needed. Write “Albright Life” under code on TS. Both the Evaluation and the Med checks will be documented on the Albright Life paperwork supplied in the Orange Folder that accompanies them to the visit. Once Dr. Y writes it, Pam B will fax it and Index it immediately to the client's EHR chart

Super Bill

- Pam B has client sign the Super Bill electronically and saves it as a draft
- Pam L will go into the client's chart to edit the Super Bill and make adjustments i.e., add codes and times and signs off on Super Bill after comparing documentation on the Progress Note
- Pam L will complete Super Bills for No Shows and CXLs