

Client Name	Date: _____	POS	Code	Time	Units	Case Mgt	On Call	Phone	Travel	Mileage
On-Call 6/2/23							15			
On-Call 6/3/23							22.25			
Client Name	3	10	PCN-I FQ		7			1.75		
On-Call 6/4/23							23.75			
Client Name	3							.25		
Totals					7		61.00	2.00		

Client Name	Date: 6/5/23	POS	Code	Time	Units	Case Mgt	On Call	Phone	Travel	Mileage
Client Name	1	10	PCN-I FQ		5	.25		1.25		
Client Name	1	99	N-I	1.5	6					12
Nursing Team Meeting			ECS	1						
Office Time – Completing Notes, Timesheets				1.25						
Client Name – on-call 6/3/23	3					.25				
Client Name	2					.50				
Client Name	2	99	CTM	1.25	5	.25				
Client Name	2		NS			.25				
On-Call							14.75			
Client Name	3							.25		
Orientation – New Hire Name			ECS	.25						
Totals	8			5.25	16	1.50	14.75	1.50		12

Case Mgt = Note(s) or Document(s) Exists
Office Time = Nothing to be ‘Signed’

Three notes for documentation

1. Progress Note
 - a. For all billable services except during ‘on-call’ and CTMs. – Includes a Superbill.
2. Multidisciplinary Log
 - a. All conversations while not ‘on-call’ with ROI individuals, Case Manager or with clients that last less than 8 minutes.
 - b. Client Team Meetings – Includes a Superbill.
 - c. Cancellations and No shows – Includes a Superbill.
3. On-Call Contact Note
 - a. Used for every call received while ‘on-call’. Do not forget to notify the client’s regular nurse.
 - b. **On very rare occasions**, conversations with a current client may need to be billed. Please consult with your supervisor.