

Billing, Conversions and Session Notes Guideline

Please review the following information about the compliance with billing, conversions and session notes regulations. Note that CPT is required by law to report any fraudulent billing.

Important Legal Background
<p>Billing of provided services (including correct code, time/date of service, session notes, provider information, provider and client signatures, etc.) is regulated by Federal and State laws such as The False Claims Act and the NJ Health Care Claims Fraud Act. Violations are considered a felony and can result in fines (up to \$150,000 or five times the amount of the claim) and prison time (up to 5 years). Please be aware that your converted session is a confirmation of services provided and falls into the scope of the mentioned laws.</p>

Session Notes		
<i>Do's</i>	<i>BCBA</i>	<i>RBT/BT</i>
Complete a NEW session note for each provided session.	X	X
Import applicable goals/data.	X	X
Write three goals if import of data is not possible.	X	X
Complete all fields and write a descriptive narrative.	X	X
Use rubrics and guidelines viewable on the intranet for support.	X	X
Review assigned RBT/BT session notes regularly.	X	
<i>Don'ts</i>		
Copy and paste content of previous notes for new notes.	X	X
Import same data into multiple session notes	X	X
Falsify information by creating a session note with goals, narrative, etc. if the session didn't occur.	X	X

Conversions/Billing		
<i>Do's</i>	<i>BCBA</i>	<i>RBT/BT</i>
Choose correct client, billing code, service description, place of service, check utilization and end of auth date.	X	
Complete conversion within the last 7 minutes of the session.	X	X
Pause a session and stop billing for any break over 7 minutes.	X	X



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Immediately contact the Case Manager/Admin Director with errors or discrepancies.	X	X
Retrieve a parent/guardian signature at the end of each session.	X	X
Contact the Case Manager for any session change (start or end time adjustment, date change, provider change, etc.) before converting.		X
Don'ts	BCBA	RBT/BT
Convert appointments at a later time (e.g. end of the week).	X	X
Convert an appointment with inaccurate date, time, location, client, or code.	X	X
Convert canceled sessions or sessions that did not occur.	X	X
Bill while a client is napping.	X	X

Acknowledgement	
<i>I acknowledge that I reviewed the billing, conversions and session notes guideline. I have been given the opportunity to discuss any issues and received any needed clarification from a CPT representative.</i>	
Employee Name (Print):	
Employee Signature:	
Date (MM/DD/YYYY):	