

## **CLINICIAN'S GATEWAY** **(CPT Codes 2013 : Add-on Codes and Time)**

Procedure codes now exist that are designed to be used in sets, as opposed to a single code per service. Please refer to charting documentation for coding guidelines. Total and Face-to-Face times are now recorded for each code.

1. When writing a progress note in Clinician's Gateway, first choose the Primary code and enter the total time spent on that activity in the Primary Clinician Time field.

The screenshot shows the top section of the Clinician's Gateway interface. At the top, there are fields for Client (Number: 75087772, Last Name: TEST, First Name: CINDYTWO) and a date (Opened: 3/8/2007). Below this is a dropdown menu for Procedures, currently set to '377 90839 Crisis Thpy 60 min'. A yellow callout box with a red border points to this dropdown, containing the text: 'Choose Primary Procedure code. Enter TOTAL time for Primary code activity.' To the right of the procedure dropdown are fields for Service Date, Utilization review date (4/7/2007), Client Plan due date (11/28/2011), Med. Compliant (N/A), and Side Effects (N/A). Below these are fields for Primary Clinician (10904 - Peterson, Camille E), Provider (9999CG - CLINICIAN GATEWAY TEST MHS AD), and Primary Clinician Time (0:00). At the bottom, there are fields for 'E/M Plus Psychotherapy or Additional Crisis' (378 90840 Crisis Therapy Additional minutes) and '2nd FF Time' and '2nd Tot Time'.

2. Enter the Face-to-Face time in the Primary FF Time field below the “Instructions” line.

The screenshot shows the 'Instructions' section of the interface. The text reads: 'Respond to problems/goals/objectives of treatment plan of the limited progress.' Below this is a field labeled 'Primary FF Time' with a red arrow pointing to it from a yellow callout box. The callout box contains the text: 'Enter Face-to-Face time for the Primary Procedure Code'. To the right of the Primary FF Time field is a field labeled 'Hours:Minutes'.

3. Enter the Secondary add-on code and the times spent on that activity in the “E/M Plus Psychotherapy or Additional Crisis” fields. (psychotherapy time or additional crisis time) Enter times into both the 2<sup>nd</sup> Face-to-Face and Total time fields.

The screenshot shows the bottom section of the Clinician's Gateway interface. It features a dropdown menu for 'E/M Plus Psychotherapy or Additional Crisis' currently set to '378 90840 Crisis Therapy Additional minutes'. A yellow callout box with a red border points to this dropdown, containing the text: 'Choose the Secondary code. Enter its corresponding Face-to-Face and Total Times.' To the right of this dropdown are fields for '2nd FF Time' and '2nd Tot Time'. The rest of the interface is identical to the previous screenshot.

For Psychotherapy: Choose the add-on code that most closely matches the Face-to-Face time for that activity.  
For Crisis: Add-on code for ADDITIONAL crisis time

Enter Face-to-Face and Total Times Spent

E/M Plus Psychotherapy or Additional Crisis: 378 90840 Crisis Therapy Additional minutes  
Interactive Complexity: Not Present  
Allergies: None  
Yes

465 90833 Psychotherapy 30 minutes with patient/family member when performed with E/M service  
467 90836 Psychotherapy 45 minutes with patient/family member when performed with E/M service  
468 90838 Psychotherapy 60 minutes with patient/family member when performed with E/M service  
378 90840 Crisis Therapy Additional minutes

2nd FF Time: 2nd Tot Time:

4. Some Procedures allow coding to indicate Interactive Complexity (no time recorded).

E/M Plus Psychotherapy or Additional Crisis: 468 90838 Psychotherapy 60 minutes with patient/family member when performed with E/M service  
Interactive Complexity: 90785 Present

5. Both secondary and Primary Clinician Time will be transferred to InSyst for billing.

Number: 377 90839 Crisis Thpy 60 min  
Client: 75087772 TEST  
First Name: CINDYTWO  
Opened: 3/8/2007  
Service Date: 4/7/2007  
Utilization review dates: 4/7/2007  
Client Plan due date: 11/28/2011  
Utilization review has expired! Client Plan has expired!  
Med. Compliant: N/A  
Side Effects: N/A  
Emergency?  Pregnant?   
Primary Clinician: 10904 - Peterson, Camille E  
Provider: 9999CG - CLINICIAN GATEWAY TEST MHS AD  
Primary Clinician Time: 1:00  
E/M Plus Psychotherapy or Additional Crisis: 378 90840 Crisis Therapy Additional minutes  
Interactive Complexity: Not Present  
2nd FF Time: 0:20  
2nd Tot Time: 2:45

Primary Total time will be transferred to the Staff Log and to InSyst

Secondary Total time will be transferred into InSyst but NOT onto the Daily Approval or the Staff Log at this time. Write secondary time on a separate paper staff log stapled to the Daily Staff Log. Add the times together before writing final indirect admin time notes.

6. Only Primary Clinician Time is reported on the Daily Approval and Daily Staff Log at this time. In the future, secondary time will be included.

▼ Daily Approval Service Date: 2/7/2013 Search

| Srv. #  | Date     | Type   | Client # | Client Name   | Reporting Unit                       | Procedure                      | Status  | Approve | Time  | # In Group | Approve Time |
|---------|----------|--------|----------|---------------|--------------------------------------|--------------------------------|---------|---------|-------|------------|--------------|
| 1277585 | 2/7/2013 | Indiv. | 75135386 | TESTCASE DAVE | 9999CG CLINICIAN GATEWAY TEST MHS AD | 442 90834 Psychotherapy 45 min | PENDING | Pending | 00:50 | 1          | 00:50        |
| 1276867 | 2/7/2013 | Indiv. | 75087772 | TEST CINDYTWO | 9999CG CLINICIAN GATEWAY TEST MHS AD | 377 90839 Crisis Thpy 60 min   | PENDING | Pending | 01:00 | 1          | 01:00        |

Primary Code Time only included 2 service records on 2/7/2013 for a total time of 01:50. Approve Time



# Individual Staff Log

Service Date: 10/26/2012

| Svc #  | Type     | RU                                   | Client # | Client Name   | Procedure                       | Time<br>H:M  | Grp<br>Ct | Loc   | Rec. | Flags |
|--|----------|--------------------------------------|----------|---------------|---------------------------------|--------------|-----------|---|------|-------|
| 1182862  | Indirect | 01028 BACS MHS ADULT SERVICE TEAM    |          |               | 519 Inform At-Risk About MH Svs | 03:00        | 1         | School  | 05   |       |
| 1182149  | Indiv.   | 9999CG CLINICIAN GATEWAY TEST MHS AD | 75087772 | TEST CINDYTWO | 331 Assessment                  | 00:30        | 1         | Currently, Primary Code time is listed but Secondary Code time is not. In the future, Secondary Code time will be added |      | 76    |
| 1182148  | Indiv.   | 9999CG CLINICIAN GATEWAY TEST MHS AD | 75087772 | TEST CINDYTWO | 331 Assessment                  | 00:30        | 1         | Currently, Primary Code time is listed but Secondary Code time is not. In the future, Secondary Code time will be added |      |       |
| <b>3 service records on 10/26/2012 for a total time of</b> |          |                                      |          |               |                                 | <b>04:00</b> |           |   |      |       |

I hereby certify, under penalty of perjury, that the information contained in this document is accurate and free from fraudulent claiming.

### 7. To account for your time currently:

- Record the time spent doing the secondary activity on a separate old-style manual paper staff log.
- Add the times from the 2 logs together to check your daily total time.
- Add indirect/MAA services as appropriate in Clinician's Gateway.
- Staple the manual paper staff log to the Clinician's Gateway generated staff log.

In the future, Clinician's Gateway will transfer both Primary and Secondary code times to the Daily Approval and Daily Staff Log, calculating the totals again for you. Thank you for your patience as we work through all of the programming changes required due to the new CPT coding structure.

Image of ACBHCS Staff Log form:

