

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 form. A yellow callout box points to the 'Procedures' dropdown menu, which currently displays '377 90839 Crisis Thpy 60 min'. The callout text reads: 'Choose Primary Procedure code. Enter TOTAL time for Primary code activity.' Other visible fields include 'Client: 75087772 TEST', 'First Name: CINDYTWO', 'Service Date: 4/7/2007', 'Client Plan due date: 11/26/2011', 'Med. Compliant: N/A', and 'Side Effects: N/A'. The 'Primary Clinician Time' field is set to '0:00'.

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 form. Below the instruction text, there is a 'Primary FF Time' field followed by a 'Hours:Minutes' label. A yellow callout box points to this field with the text: 'Enter Face-to-Face time for the Primary Procedure Code'.

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 2nd Face-to-Face and Total time fields.

The screenshot shows the bottom section of the Clinician's Gateway form. A yellow callout box points to the 'E/M Plus Psychotherapy or Additional Crisis' dropdown menu, which currently displays '378 90840 Crisis Therapy Additional minutes'. The callout text reads: 'Choose the Secondary code. Enter its corresponding Face-to-Face and Total Times.' Other visible fields include 'Service Location: Select Location', 'Emergency? ☐', 'Pregnant? ☐', 'Provider: 9999CG - CLINICIAN GATEWAY TEST MHS AD', and 'Primary Clinician Time: 0:00'. The '2nd FF Time' and '2nd Tot Time' fields are empty.

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

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 Last Name First Name
Client: 75087772 TEST CINDYTWO

Procedures: 377 90839 Crisis Thpy 60 min

Service Location: Select Location Emergency? Pregnant?

Primary Clinician: 10904 - Peterson, Camille E Provider: 9999CG - CLINICIAN GATEWAY TEST MHS AD

E/M Plus Psychotherapy or Additional Crisis: 378 90840 Crisis Therapy Additional minutes

Interactive Complexity: Not Present

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.

Service Date: 4/7/2007 Utilization review dates: 4/7/2007 Client Plan due date: 11/26/2011

Med. Compliant: N/A Side Effects: N/A

Primary Clinician Time: 1:00

2nd FF Time: 0:20 2nd Tot Time: 2:45

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

						Time				
Svc #	Type	RU	Client #	Client Name	Procedure	H:M	Grp 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			
3 service records on 10/26/2012 for a total time of						04:00				

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:

REPORTING UNIT #.
DATE OF SERVICE

STAFF NAME: _____
STAFF #: _____

[illegible]

*1=Office, 2=Field, 3=Phone, 4=Home, 5=School Satellite, 6=Satellite

→

→

TIME

Data Entry Init. ☐