ALCOHOL, DRUG & MENTAL HEALTH SERVICES
CAROL BURTON, INTERIM DIRECTOR

Quality Assurance Office
2000 Embarcadero Cove, Suite 400
Oakland, California 94606
(510) 567-8105 / TTY (510) 533-5018

NTP/OTP JULY 1, 2018 IMPLEMENTATION

1. Progress Notes and Claiming are Procedure Code (PC) specific.
    a. Each note will include:
        i. the New Procedure Codes and Procedure Names (see attached PC Lists and Service Descriptions);
        ii. the Location (NTP Clinic);
        iii. the language the service was provided in and who provided the language or interpretation;
        iv. the staff providing the service;
        v. the service start, end and duration time;
        vi. the documentation date, start, end and total time:
            1. Documentation time includes the time taken to write up the templates (Assessment, Plan, etc.) and/or Progress Notes;
        vii. the total time to be claimed in InSyst.
    b. A separate progress note will be written for each unique Procedure claimed in InSyst. For example, each of these procedures provided on the same day would require a separate PN and separate claim line: Individual Counseling, Collateral and Medication Service. As well, if a service has distinct start and end times, then a separate PN and claim is required. The above example may be individual Counseling was provided 9am – 9:25 am, a Collateral phone call was provided from 2 – 2:10 and medication dosing was provided 9:40 – 9:50.

2. The claiming process in InSyst remains the same except there are now additional Procedure Codes.

3. Until the EHR is updated to include the new Procedure Codes and all of the above items, all of this information must be located in the body of the PN.

4. All New PN requirements and claiming are effective 7/1/18 (InSyst will no longer accept the old codes).

5. The ASAM must be completed at the time of the Intake SUD Intake/Assessment for all new clients (see attached ASAM document) and at the due date of every Plan update.
    a. All existing clients must have must have an ASAM completed by July 31, and by the due date of every Plan update.
    b. ASAM administration are claimed as an Assessment activity.

6. At this time there are no regulatory or documentation requirement changes to NTP services other than those indicated above.