

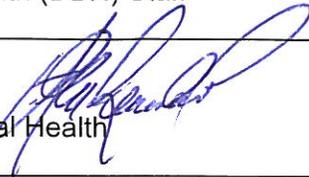


**County of San Bernardino
Department of Behavioral Health**

INFORMATION NOTICE 10-05

Date: March 1, 2010

To: All Department of Behavioral Health (DBH) Staff

From: Allan Rawland, MSW, ACSW
Director, Department of Behavioral Health 

Subject: Medicare: Forms Update & Review Process

Introduction Effective March 1, 2010, the following forms must be used by Medicare certified staff when providing services to Medicare clients. These forms have been updated to accommodate documentation requirements related to Medicare:

- [CLP013](#) - Adult Psychiatric Evaluation
- [CLP027](#) - Interdisciplinary Note (ID Note)
- [MDS008](#) - Medication Visit ID Note

The Medical Director along with The Behavioral Health Records Committee have reviewed and approved these documents. The updates particularly address face-to-face time spent with client, which is required per The Center for Medicare & Medicaid Services (CMS) local coverage determinations [L28293](#) and [L28294](#).

Background Palmetto GBA, the Medicare Administrative Contractor, completed medical reviews throughout its jurisdictions, which resulted in a large volume of denials due to the lack of time component.

Recently, the Office of Compliance and Quality Management (QM) have conducted Medicare trainings to introduce and inform Medicare eligible staff to the new forms and Medicare requirements.

In order to ensure compliance and mitigate denials, DBH is reiterating the requirement of the necessary elements being present in chart documentation:

- Name of the patient and date of service
- Total face-to-face time or face-to-face start and stop times
- Legible name and professional degree of the practitioner

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INFORMATION NOTICE 10-05, Continued

Questions

Should you have any questions related to documentation or the Medicare review, please contact Quality Management at (909) 421-9456.

For questions related to regulations and/or your certification, please contact the Office of Compliance at (909) 382-3083.
