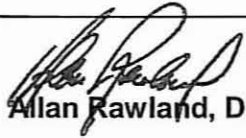


**County Of San Bernardino  
Department Of Behavioral Health**

**Certification of Billed Services Procedure**

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**Effective Date** 5/04  
**Revised Date** 4/9/07

  
**Allan Rawland, Director**

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**Purpose** To ensure that the Department of Behavioral Health employees accurately denote and account for itemized billable services as specified and authorized by contract with the State Department of Mental Health.

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**Procedure** Follow the procedures below to ensure that service entries on the Universal Charge Data Invoice (CDI) are a match (coded) to the intervention documented in the client record:

- A. Diagnosis, assessments, plans, interventions and terminations are to be documented in a timely manner, in accordance with the Outpatient Chart Manual.
- B. Documented services are to be consistent with State and the Department of Behavioral Health approved diagnosis and indicators of medical necessity
- C. Interventions that are in line with clinic needs and Department of Behavioral Health scope of services are to be rendered.
- D. Documentation in the client record will accurately denote client condition, problem or dysfunction, intervention, client response, service time, date and authentication.
- E. Updates and timely reviews will be documented in order to identify progress towards meeting client goals, objectives and justification for continued service.

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**Monitoring** Listed below are the Supervisors' monitoring responsibilities:

- A. Supervisors will ensure that employees are educated regarding chart documentation and coding billable services.
- B. Supervisors will review respective charts and the CDI to enhance accuracy of service billing practices for reimbursement.
- C. Supervisors will reflect staff adherence via the WPE process.

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**Reference** Title 42 CFR 438.608