

On June 15, 2020, the Rehab Optimization project will be implemented. One of the new processes being implemented is charging within documentation. This optimization streamlines workflow. This flyer reviews the process of charging for Rehab Therapy for Outpatient, Inpatient and Inpatient Rehab Therapists.

Documenting Charges

Each documentation form for Rehab Therapy includes two sections for documenting charges.

➤ Hybrid Time Based Charges

- Document charges in the **Hybrid Time Based Charge** section before **Time Spent with Patient** section.
 - If the charge is not located in the **Hybrid Time Based Charges** section, the charge should be documented in the **Time Spent with Patient** section.
- Therapists document time spent with the patient in the **Total Hybrid Time** subsection.
 - **Individual Minutes** are documented for the time the therapist spent with the patient.
 - **Concurrent Minutes** are documented when more than one patient is receiving therapy at a time and the number of patients doesn't qualify for Group Therapy.
 - **Co-Treatment Minutes** are documented when more than one therapy discipline is working with the patient at the same time. The therapist would split the time spent with the patient.
- Charges have been grouped by Member Organization below Total Hybrid Time.
- **Supplies** are charged for at the bottom of this section and are also grouped by Member Organization.

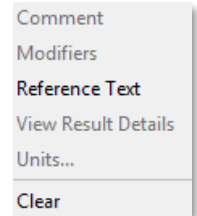
NOTE: Documentation of Units drops a charge. Documentation of Minutes contributes to the Therapy Productivity Report.

➤ Time Spent with the Patient

- **Untimed Codes**
 - Document the **Evaluation Complexity** and the **therapy treatment** with the number of **Individual, Concurrent, or Co-Treatment Minutes**.
 - **Group Therapy** is also documented in Untimed Codes.
- **Timed Codes**
 - Document in the applicable column for **Therapist Units** and **Therapy Assistant Units**.
 - Document **Individual, Concurrent, and Co-Treatment Minutes** for each type of therapy provided.

	Therapist Units	Therapy Assistant Units
Hot/Cold Pack (97010) (ref)	<input type="text" value="Units"/>	<input type="text" value="Units"/>

- Right-click in any **Units** documentation field and select **Reference Text** to see the **CPT Description** for this charge.



➤ **Suspended Charges**

- If a charge is documented that the Member Organization doesn't charge for, this results in a Suspended Charge.
- Suspended Charge reports are run and sent to the Rehab Manager on a weekly basis.
- Suspended charges have to be uncharted and the correct charge documented if applicable.

Correcting a Suspended Charge

STEP 1: Navigate to **Form Browser** and locate the form in which the suspended charge was documented in.

STEP 2: Right-click the form and select **Modify**.

STEP 3: Clear the **Units** and **Minutes** in the documentation field that resulted in the suspended charge.

- If there is an appropriate charge to document in place of the one that is being corrected, document that charge.

STEP 4: Click the green sign icon to sign the form.

NOTE: It is very important to document charges that your Member Organization charges for. Not all Member Organizations charge the same.