

Delayed Admission Program Enrollment is used for planned admissions for collaborative court participants. Although these services are not DMC billable, they are potentially billable to the County under the guidelines of case management.

Case Management activities with the referring entity must be documented in progress notes.

Billable up to 4 units/1 hour of service per client prior to admission. If case management activities continue beyond 4 units/1 hour, document the activity and complete additional encounters as non-billable.

### **INSTRUCTIONS**

1. **Client profile –**
  - Complete required fields
  - If one exists in the agency, review for accuracy and edit as necessary
2. **Contact screen –**
  - Complete Required fields
    - Contact Reason = Other (Specify in text box = Delayed Admit)
    - Disposition = No Appointment Made
  - Review for accuracy, click on Complete Review, then click Create Intake
3. **Intake screen**
  - Complete required fields
    - 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Available TX Appt Date and the 1<sup>st</sup> Accepted TX Appt = leave Blank
    - Save and Finish
  - The Intake will show as “In Progress” status on the Activity List but will not prevent entering a Program Enrollment or Encounter
4. **Admission – Do not complete an Admission Record**
5. **Discharge – Do not complete a Discharge Record**
6. **Diagnosis –**
  - Complete a primary Diagnosis with the DSM-5 descriptor through the Diagnosis List

**7. Benefit Enrollment Plan under Payor Group Enrollment –**

- Complete the Benefit Plan

**Benefit Plan/Private Pay Billing Information**

Payor-Type: Other (dropdown) Plan-Group: County Billable-County Billa... (dropdown)

Payor Priority Order: 1 (dropdown) Policy #: (text)

Coverage Start: (calendar) End: (calendar) Payment Scale: (text)

Aid Code: (text) Relationship to Subscriber/ Responsible Party: (dropdown)

**Subscriber/ Responsible Party:**

First Name: (text) Middle: (text) Last Name: (text)

Birthdate: (calendar) Gender: (dropdown) Subscriber #: (text)

Address 1: (text)

Address 2: (text)

City: (text) State: (dropdown) Zip: (text)

**8. Program Enrollment –**

- Complete the “**Delayed Admission**” program enrollment
  - Start Date = Same as Intake Date
- Save and Finish

**9. Encounter – (County billable up to 4 units/1 hour)**

- Complete required fields
  - Note type = **County Billable**
  - Service = Delayed Admission (this is the only service available under the Delayed Admission program enrollment)
  - Billable = **Yes**
  - Start time and end time must be entered on the encounter in order to claim on the invoice to the County
  - Contact = select appropriate value, if contact is made with facility and not client, use **No Contact**
- Release to Bill – under administrative actions on encounter

**10. Claim Item List –**

- Select the claim(s)
  - Status drop down menu = Hold
  - Click Update Status hyperlink

## TIP SHEET: Delayed Admission Program Enrollment For Planned Admissions

Actions	Item ID	Client Name	FFS Type	Add-On Level	Service Date	Service	Duration	Status	Release Date	Charge	ENC ID	Group/Session ID
	2642240	<input checked="" type="checkbox"/> CLIENT, HAPPY B	FFS	None	9/1/2020	9999/07	17 Min	Hold	10/28/2020	\$66.08	2938244	

- Hold Reason = County Billable
- Click Confirm

This action will place the claim item(s) on hold.

Hold Reason

### 11. Encounters – (Non-Billable over 4 units/1 hour)

- Complete required fields
  - Note type = **Non Billable**
  - Billable = **No**
  - Service = Delayed Admission (this is the only service available under the Delayed Admission program enrollment)
  - Start time and end time must be entered on the encounter to document how much time spent
  - Contact = select appropriate value, if contact is made with facility and not client, use **No Contact**
  - Save and Finalize the encounter

### Before Admission to SUD Tx program

#### 12. Program enrollment –

- End Date = the day before the client is to be admitted into SUD Tx program
- Termination Reason = Other
- Save and Finish

#### 13. Intake screen –

- Date Closed – this should be the same as the program enrollment end date
- Closure Reason – “Client left/or Referred Out”
- Click hyperlink for Save and Close Case
- Click Finish

### Note:

Next steps in SanWITS: Follow the normal process for assessing, opening a new episode, and admitting a new client into SanWITS.