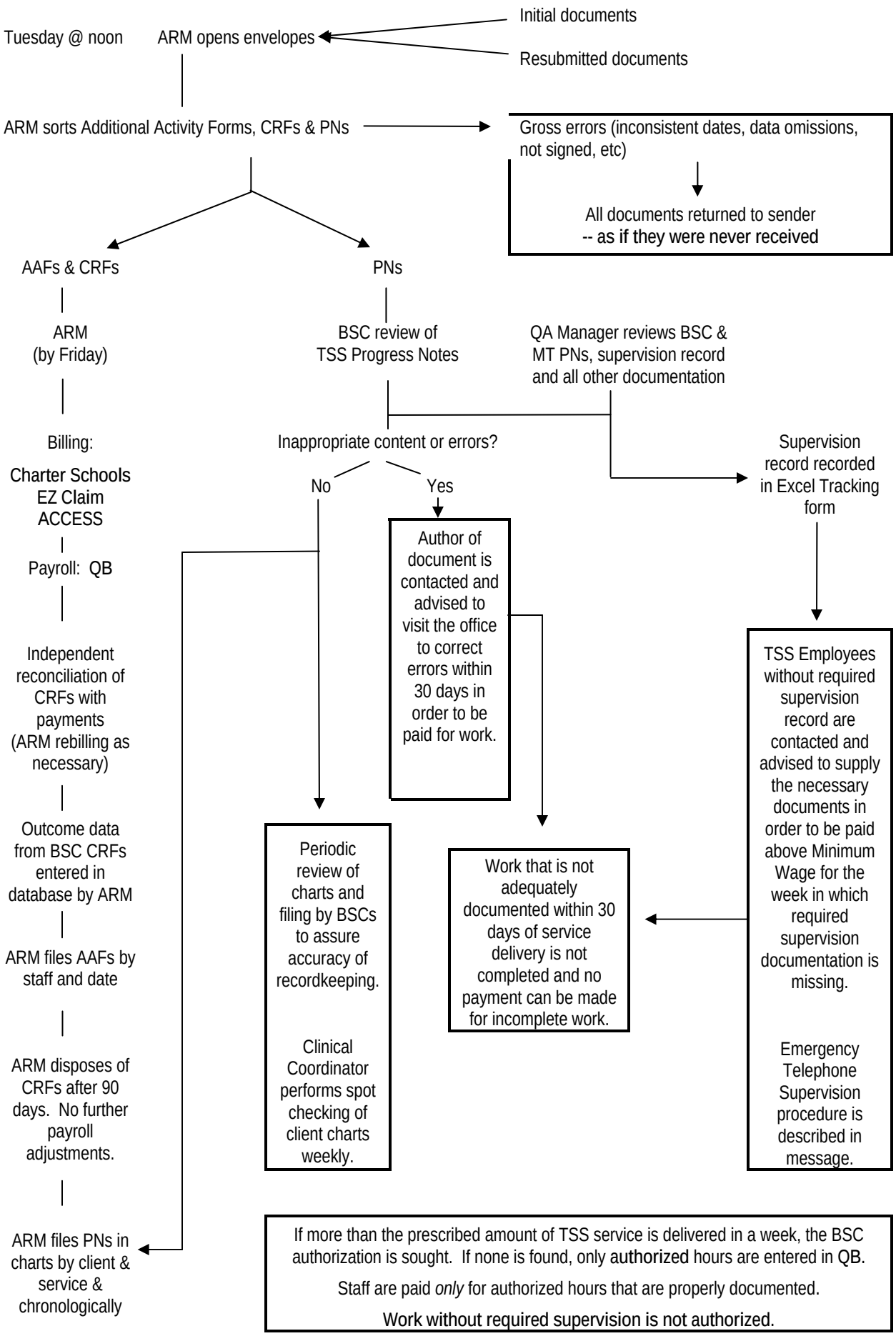
Initial documents
Tuesday @ noon
ARM opens envelopes
Resubmitted documents
ARM sorts Additional Activity Forms, CRFs & PNs
Gross errors (inconsistent dates, data omissions, not signed, etc)
All documents returned to sender
-- as if they were never received
AAFs & CRFs
PNs
ARM
(by Friday)
BSC review of
TSS Progress Notes
QA Manager reviews BSC & MT PNs, supervision record and all other documentation
Billing:
Charter Schools
EZ Claim
ACCESS
Inappropriate content or errors?
No
Yes
Supervision record recorded in Excel Tracking form
Author of document is contacted and advised to visit the office to correct errors within 30 days in order to be paid for work.
Payroll: QB
Independent reconciliation of CRFs with payments (ARM rebilling as necessary)
TSS Employees without required supervision record are contacted and advised to supply the necessary documents in order to be paid above Minimum Wage for the week in which required supervision documentation is missing.
Emergency Telephone Supervision procedure is described in message.
Outcome data from BSC CRFs entered in database by ARM
Periodic review of charts and filing by BSCs to assure accuracy of recordkeeping.
Clinical Coordinator performs spot checking of client charts weekly.
Work that is not adequately documented within 30 days of service delivery is not completed and no payment can be made for incomplete work.
ARM files AAFs by staff and date
ARM disposes of CRFs after 90 days. No further payroll adjustments.
ARM files PNs in charts by client & service & chronologically
If more than the prescribed amount of TSS service is delivered in a week, the BSC authorization is sought. If none is found, only authorized hours are entered in QB.
Staff are paid *only* for authorized hours that are properly documented.
Work without required supervision is not authorized.