

Non-Billable

Non-Billable codes are used to capture and document activities that are not claimable to Medi-Cal. Certain activities are non-reimbursable procedures while certain service locations may block services from being claimed. Activities that cannot be claimed may include a wide variety of tasks which may be useful and beneficial to the client, but are not reimbursable as a Specialty Mental Health Services. This category of services permits flexibility in treatment planning and promotes the adoption of recovery-based services to individual clients. Even though these are not claimable, these activities should be documented by all staff working with clients to document efforts and capture time spent working on a case.

Who Can Use These Codes?*

	Physician	PA	NP	RN	RN with MH/MA	LVN or Psych Tech	L/R/W Psych	L/R/W LCSW/ASW, MFT/MFTI, LPCC/LPCCI	Trainee - post BA/BS and pre MA/MS/PhD	MHRS	Other, Unlicensed
Non-Billable Codes	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

* Please note: Only FACT providers can use the Court Report/Communication Code. Only FSP providers can use the FSP Client Services and Support code

Which Codes Need Progress Notes to be Written in BIRP Format?

	Non-Billable Service	No Show	Client Cancel.	Provider Cancel.	Transpor-tation	MH Service Lockout	Court Report	FSP
BIRP Format Required?	N	N	N	N	N	Y	N	Y

Non-Billable Service

Service Code: 99499

This code is used to document activities that are not reimbursable through Med-Cal, but are connected to a client's treatment.

Use Non-Billable Service Code When:

- ✓ Completing purely clerical activities including, but not limited to: faxing, copying, leaving or listening to voicemails, reading or writing emails, scheduling appointments, filling out forms
- ✓ Completing CPS, APS, or Serious Incident Reports
- ✓ Completing coursework/homework or job related activities
- ✓ Filling out SSI forms with or for the client
- ✓ Completing referral paperwork when connection to client's MH symptoms and impairments is not clearly documented
- ✓ Billing second staff without justification

- ✓ Staff is providing interpretation services
- ✓ Providing mental health services for someone other than the client
- ✓ Writing court reports or letters
- ✓ Documenting necessary information to a client's case discussed during supervision
- ✓ Any activity occurs after the client is deceased, including "collateral" services to family members of deceased
- ✓ Services are under 5 minutes

A Good Non-Billable Note Includes:

- Information about what provider did and how this connects to client's treatment
- Documentation that can be referred to that will justify service delivery and case decisions, such as closing the case or efforts for referral
- Most Non-Billable progress notes DO NOT need to be written in BIRP format

No Show

Service Code: NOSHOW

This code is used when a client does not attend a scheduled appointment and did not communicate this to the provider prior to the meeting. A No Show is important to document to capture the provider's efforts and explanation of why service did not occur. These progress notes do not include start and stop times.

Client Cancellation

Service Code: CLTCAN

This code is used when a client or client's caregiver cancels a scheduled appointment. A Client Cancellation is important to document to capture the provider's efforts and explanation of why service did not occur. These progress notes do not include start and stop times.

Provider Cancellation

Service Code: PRVCAN

This code is used when a provider cancels a scheduled appointment with a client. A Provider Cancellation is important to document to capture the provider's communication with client and explanation of why service did not occur. These progress notes do not include start and stop times.

Transportation

Service Code: TRANS

This code is available to County staff for situations when travel time cannot be reimbursed. These non-billable situations include:

- Transporting a client
- Provider traveling from one Medi-Cal certified site to another Medi-Cal certified site
- Traveling to a site when no service is provided, such as due to a “No Show” or engaging in non-billable activities with the client in the community

Mental Health Service

Provided in a Lockout Setting

Service Code: MHSVLOCK

This code is used to reflect mental health services that would otherwise be billable but are provided to a client in a setting that is considered a “lockout.” This code is used when a client is in the following “lockout” settings or situations:

- Psychiatric Inpatient Hospital
- Psychiatric Health Facility
- Psychiatric Nursing Facility
- Institute of Mental Disease (IMD)
- Jail or Juvenile Hall
- Crisis Stabilization Unit (CSU) – providers can use billable codes prior to the client’s admission to the CSU
- Crisis Residential Treatment Facilities (CRT) – providers can only bill Targeted Case Management or Medication services when a client is placed at a CRT. All other services that would otherwise be reimbursable would be coded as MHSVLOCK

MHSVLOCK progress notes must be written in BIRP format, as these notes document clinical services that would otherwise be billable if the client was not currently in a lockout setting or situation.

Court Report/Communication

Service Code: COURTRPT

This code is used by the FACT program to capture the time spent writing court reports as necessary for FACT clients who are in jail at the time of assessment. This code can also be used by FACT to capture time to data enter Avatar Assessments when the assessment is conducted in the jail on a paper form. Progress notes using this code do not need to be written in BIRP format.

FSP Client Services and Support

Service Code: FSPSVC

The FSP Client Services and Support code was developed by Solano County Mental Health to provide a mechanism for the FSP providers to capture the activities and time spent providing support to clients that may not be billable, but is consistent with the FSP model of treatment. FSP progress notes must be written in BIRP format to provide information about how the activity is related to client's mental health treatment. Please see the Program Specific code description for FSP Client Services and Support in this manual for further details on the use of this code.