



ALCOHOL, DRUG & MENTAL HEALTH SERVICES
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To: Opioid Treatment Program Providers

From: Nathan Hobbs & Tony Sanders

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Subject: Temporary OTP data entry & documentation instructions

The following OTP data entry and documentation instructions may be used *temporarily* on an interim basis for the purpose of expediting claiming and documentation in new DMC-ODS system effective July 1, 2018. Please be aware that these instructions will be revised in the future with OTP provider input.

1. InSyst Data Entry – OTPs may bundle time to the predominant service (within individual), including documentation time. Group and dosing require separate procedure codes, and distinct claiming in InSyst.
2. One progress may be written for multiple services that occur within individual. Group and dosing require separate progress notes. Each category in one day will require one note. The 3 categories of notes include:
 - a. Individual Category encompasses: (H0004)
 - i. Individual Counseling
 - ii. Intake/Assessment
 - iii. Collateral
 - iv. Medical Psycho Tx
 - v. Patient Education
 - vi. Medication Services
 - vii. Crisis Intervention
 - viii. Treatment Planning
 - ix. Discharge Planning
 - b. Group Category (H0005)
 - c. Dosing (MAT specific codes Generic/Brand Name)
3. Within the bundled progress note, a start and end time must be written for each procedure code service conducted within Individual. The note must also specify the documentation in the predominant activity (in terms of time). Location, & staff must be included in progress note. Record multiple start/end times within the note when the services are not contiguous. If two staff members are providing the service, each staff member needs to write his/her own note.
4. For group conducted by two staff, one note may be written. However for InSyst data entry, two distinct claims are made, one for each provider.
5. Dosing will be entered as a unit of service; it does not include start and stop times. Enter a unit of service with a placeholder of "1" for the unit of service. For the dosing progress note, a start and stop time is not needed.

