



Are You Ready to Bill in AWARDS?

AWARDS TIP SHEET

This tip sheet is designed to aid you in determining if information required for billing has been collected properly in AWARDS. Please review both the client record and progress note requirements sections detailed here to ensure that you are ready to bill.

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CLIENT RECORD REQUIREMENTS

Please review the following fields and options used to collect client demographics, diagnosis, and entitlements information to better understand which pieces are **required**, **not required**, or **situational**.

CLIENT DEMOGRAPHIC INFO

- **First Name** – Required
 - **Last Name** – Required
 - **DOB** – Required
 - **Gender** – Required
 - **Street Address** – Required
 - **City** – Required
 - **State** – Required
 - **Zip Code** – Required
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DIAGNOSIS INFO

- **DSM 5/ICD-10** – Required – Diagnosis information is dependent on how the billing procedure requirements are set up. Certain programs will bill using DSM5/ICD-10 codes, so the agency will need to have an internal process set up to know, based on the program in which the client is admitted, which DSM 5/ICD-10 diagnosis code is valid prior to billing.
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ENTITLEMENTS INFO

- **Entitlement** – Required – Select an insurance company from the available drop-down list. To ensure that progress notes are included in a billing batch, be sure to make a selection here rather than manually entering the entitlement name.
- **ID Number** – Required – The client's insurance / member ID.
- **Private Insurance Group ID** – Not Required

- **Effective Date** – **Required** – The date on which the client's insurance plan started; it will determine which progress notes are billable (this is progress note date sensitive).
- **Expires Date** – **Not Required** – The date on which the client's insurance plan ends.
- **Self-Pay / Co-Payment Amount** – **Not Required** – Where the client's co-payment amount is entered, when applicable.
- **Coordination of Benefits** – **Situational** – Required when the client has more than one insurance/funding source/payer and a progress note will need to be billed to more than one of them.

PROGRESS NOTE REQUIREMENTS

Progress note requirements as they relate to billing are directly linked to which options were selected during billing procedure setup. Below is a list relevant progress note settings, along with images of the corresponding billing procedure setup options for each. Please review this list and use it to aid in determining when a completed progress note is billable.

Service types, locations, progress note types, and staff credentials will differ by agency.

- **Service Type** – The service type selected for the progress note must be one of the billable service types identified during procedure setup.

Billable Service Types
<input checked="" type="checkbox"/> Chemical Dependence <input type="checkbox"/> Daily Living Skills <input type="checkbox"/> Legal <input type="checkbox"/> Education/Vocational <input type="checkbox"/> Employment <input type="checkbox"/> Family <input type="checkbox"/> Tobacco Dependence <input type="checkbox"/> Problem Gambling <input type="checkbox"/> Social/Leisure <input type="checkbox"/> HIV Risk/Sexuality <input type="checkbox"/> Medical/Health/Nutrition <input type="checkbox"/> Mental Health/Lethality <input type="checkbox"/> Housing <input type="checkbox"/> Spirituality <input type="checkbox"/> Domestic Violence <input type="checkbox"/> Other Service Type Check All Uncheck All

- **Location** – The location selected for the progress note must be one of the billable locations identified during procedure setup.

Location
<input type="checkbox"/> This Program Site <input type="checkbox"/> Consumer Residence <input type="checkbox"/> Other Program Site <input type="checkbox"/> Other Service Provider <input type="checkbox"/> Jail <input type="checkbox"/> Other Site

- **Date** – The date entered on the progress note needs to be on or after the effective date specified during procedure setup. If an expiration date was also entered at setup, the progress note date must be on or before that date.

Effective Date *	<input type="text" value="05/01/2013"/>	<input type="button" value="Calendar"/>
Expiration Date	<input type="text"/>	<input type="button" value="Calendar"/>

- **Duration** – The progress note's duration must be equal to or greater than the minimum duration specified during procedure setup, if any. Likewise, the progress note's duration must be equal to or less than any maximum duration specified during setup.

Minimum contact duration (in minutes)	<input type="text" value="15"/>
Maximum contact duration (in minutes)	<input type="text"/>

- **Face to Face (Yes or No)** – During procedure setup there is an option to indicate that a completed progress note must be face to face ("Yes"), non face to face ("No"), or either. The progress note is billable if its face to face selection meets the requirement specified during setup.

Face to face

- **Start Time** – The progress note's start time must be on or after the start time specified during procedure setup, if any. Likewise, the progress note's end time must be on or before any end time specified during setup.

Start Time :

End Time :

- **Progress Note Type Selection** – The note type selected for the progress note must be one of the billable types identified during procedure setup.

Progress Note Types

<input type="checkbox"/> Admission Assessment	<input type="checkbox"/> Brief Intervention
<input type="checkbox"/> Complex Care Coordination	<input type="checkbox"/> Individual Counseling
<input type="checkbox"/> Peer Support Services	<input type="checkbox"/> Psychiatric Assessment
<input type="checkbox"/> General Chart Note (not billable)	

- **Writer** – The progress note writer must have the credentials identified as required during procedure setup, if any.

Credentials required

- LCSW
- PhD
- MD
- RN
- NPP
- PA

Credentials information for individual users is entered under Human Resources > Staff Information > Credentials.

- **Crisis** – During procedure setup there is an option to indicate that a completed progress note must be routine, crisis, or either. The progress note is billable if its crisis selection meets the requirement specified during setup.

Crisis? Routine Crisis