

When do I get paid?

You submit a note



Road to Getting it Paid

# 1	# 2	# 3	# 4	# 5
Was the note paid by the insurance company?	Was the note submitted on time?	Was the client's treatment plan current?	Was the client's Consent for Treatment current?	Was your Level-2, Contract, and Liability Insurance current?

Was the client non-eligible for services? Did you run out of units? Did you do a note outside of the Authorization period?	Did you wait too long to submit the note? Medicaid plans will not pay a note that is billed after 6 months from the date of service.	Are you keeping up with your spreadsheet to make sure the treatment plan, or its review, has not expired?	Are you keeping up with your spreadsheet to make sure the consent to treat has not expired?	Your contract is renewed annually, so is your liability insurance. Your Level-2 fingerprints run for 3-5 years.
--	--	---	---	---

How to Fix It	How to Fix It	How to Fix It	How to Fix It	How to Fix It
If the client is non-eligible, or you run out of units, there's nothing to be done. If needed and appropriate, submit a TBOS Authorization to get TBOS units to use (but beware, they will rarely back-date the auth - so plan ahead for next time)	If you submitted the note after 6 months, then there's nothing you can do. Otherwise, it just means the insurance company is taking time to pay it.	Have you and the client complete a treatment plan review online. Once that's done, we will review and see if we can release payment.	Have the client complete a consent form online. Once that's done, we will review and see if we can release payment.	Get your fingerprinting done, or submit your renewal for your contract, or give us a copy of your updated liability insurance coverage. Once that's done, we will review and see if we can release payment.

**Please remember to KEEP UP with
your spreadsheet of clients, which
includes deadlines,**

**as well as e-mails that we send on a
regular basis regarding changes to
your clients!**

When Should I Submit Notes?


➔ Submitting notes on time is crucial.

It is a professional expectation that you will submit your clinical progress notes on time, since the sooner you complete the note, the fresher the information will be on your head, and the better the note will be because of that.

Not only that, we as a company, are graded on how fast the notes are recorded. Some insurance companies have strict requirements. Others will conduct annual audits and will penalize us if notes are turned-in late.

Because of this, effective 01-01-2018, we are implementing a system to be able to encourage you to turn them in on a timely fashion.

Your payment is strictly correlated to **WHEN** you submit your notes.



If you submit your note within 30 days of the date of service...	If you submit your note After 30 days from the date of service...	If you submit your note After 60 days from the date of service...	If you submit your note After 90 days from the date of service...	If you submit your note After 120 days from the date of service...
You get paid your regular rates or amounts.	You get paid Less \$2.00 for the session	You get paid Less \$5.00 for the session	You get paid Less \$10.00 for the session	You get paid Less \$20.00 for the session
Examples	Examples	Examples	Examples	Examples
Usual payment - \$36.00 Payment - \$36.00	Usual payment - \$36.00 Payment - \$34.00	Usual payment - \$36.00 Payment - \$31.00	Usual payment - \$36.00 Payment - \$26.00	Usual payment - \$36.00 Payment - \$16.00

PLEASE HELP EVERYONE BY TURNING IN YOUR NOTES AS SOON AS YOU CAN