



***SMART* Therapy Training Manual**

TX Input

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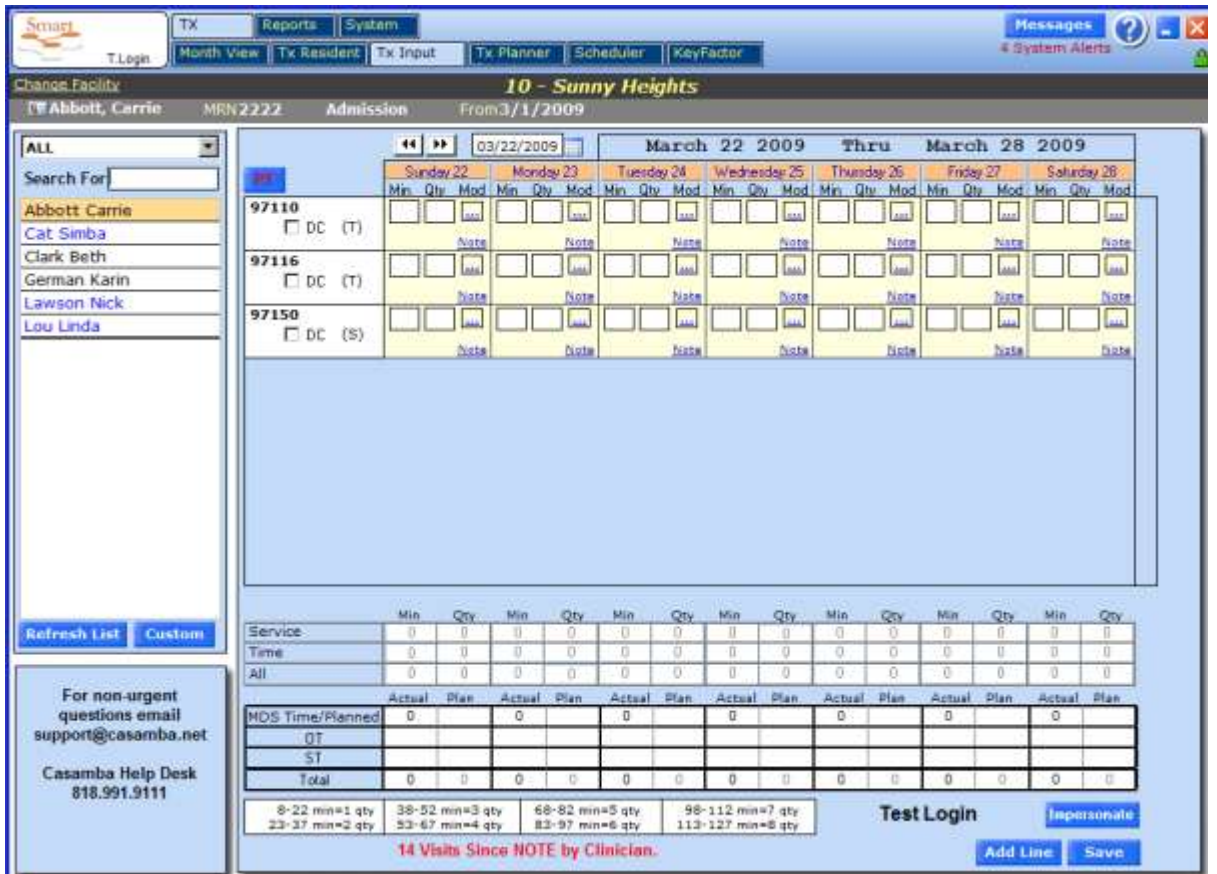
SMART TRAINING MANUAL TX INPUT

OVERVIEW

Select the Tx Input program under the Tx module.



The Tx Input screen will display.



SCREEN REVIEW

The Date range for the current week displays here. The current date will always display on the right side margin. Selecting the Forward/Backward arrows allows viewing previous weeks. Choosing a date in the date box will refresh screen to the date selected.

		3/26/2007			March 26 2007			Thru			April 01 2007											
		Monday 26			Tuesday 27			Wednesday 28			Thursday 29			Friday 30			Saturday 31			Sunday 1		
		Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod
PT	ST																					
97533 (T)	<input type="checkbox"/> DC		
		Note																				
97530 (T)	<input type="checkbox"/> DC	30	2	...	30	2	...	30	2	...	30	2	...	30	2	...	30	2	...	30	2	...
		Note																				

The discipline buttons will display the current discipline billing screen. These Buttons allow for changing to a different discipline's TX Input screen. The therapist cannot add treatment for a discipline other than their own; however, the therapists can view the screen. For example, an Occupational Therapist will not be able to add or change treatment using the Physical Therapist screen. The Occupational Therapist will only be able to view the treatment that the Physical Therapists have rendered.

The specific discipline tabs will display when an open therapy admission exists for the time period in view.

The CPT/HCPC codes are listed from the Therapy Admission. For the below example, there are two treatment modalities that treatment can be billed.

		3/26/2007			March 26 2007			Thru			April 01 2007											
		Monday 26			Tuesday 27			Wednesday 28			Thursday 29			Friday 30			Saturday 31			Sunday 1		
		Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod
PT	ST																					
97533 (T)	<input type="checkbox"/> DC		
		Note																				
97530 (T)	<input type="checkbox"/> DC	30	2	...	30	2	...	30	2	...	30	2	...	30	2	...	30	2	...	30	2	...
		Note																				

Hovering the mouse over the CPT/HCPC code will display the CPT/HCPC code description.

		03/22/2009			March 22 2009			Thru			March 28 2009											
		Sunday 22			Monday 23			Tuesday 24			Wednesday 25			Thursday 26			Friday 27			Saturday 28		
		Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod
PT																						
97110	<input type="checkbox"/> DC (T) Therapeutic exercise		
		Note																				
97116	<input type="checkbox"/> DC (T)		
		Note																				
97150	<input type="checkbox"/> DC (S)		
		Note																				

The icon under the modifier allows the documentation of Split/Shared Treatment. This split treatment icon will only appear when the Therapist enters a screen that was previously billed by a different Therapist.

		1/1/2009																					January 01 2009 Thru January 07 2009													
		Thursday 1			Friday 2			Saturday 3			Sunday 4			Monday 5			Tuesday 6			Wednesday 7																
PT	OT	ST	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod													
97001	<input type="checkbox"/>	DC (S)												
97110	<input type="checkbox"/>	DC (T)			...	55	4	59												
97112	<input type="checkbox"/>	DC (T)			65	4	59			...	45	3	59	65	4	59	65	4	59	65	4	59										
97116	<input type="checkbox"/>	DC (T)												
97150	<input type="checkbox"/>	DC (S)												

The bottom of the screen displays total Minutes (Min) and Quantity (Qty) for the day of Service-based codes, Time-based codes and all codes for each day. This chart is display only.

Service	Min	Qty	Min	Qty	Min	Qty	Min	Qty	Min	Qty	Min	Qty	Min	Qty	
Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Time	0	0	55	4	65	4	0	0	45	3	65	4	65	4	
All	0	0	55	4	65	4	0	0	45	3	65	4	65	4	
MDS Time/Planned		Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan
OT		0		45	0					45	0	55	0	65	0
ST				55	0					30	0	30	0	45	0
Total		0		155	0		65		0	120	0	150	0	175	0

MDS Time Planned: Displays the Actual treatment time that counts towards the MDS versus the planned time for each day. The Actual displays in red when it is less than the planned minutes. This chart is display only. Examples of minutes that will not display in this box are minutes provided for an evaluation as those minutes do not count towards the MDS.

Service	Min	Qty	Min	Qty	Min	Qty	Min	Qty	Min	Qty	Min	Qty	Min	Qty	
Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Time	0	0	55	4	65	4	0	0	45	3	65	4	65	4	
All	0	0	55	4	65	4	0	0	45	3	65	4	65	4	
MDS Time/Planned		Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan
OT		0		45	0					45	0	55	0	65	0
ST				55	0					30	0	30	0	45	0
Total		0		155	0		65		0	120	0	150	0	175	0

The Add Line button allows for the insertion of a CPT/HCPC code to be added to the screen. The codes that display are from the Therapy Admission Screen. This is typically used to display CPT/HCPC codes to be used in BID treatments.

Service	Min	Qty	Min	Qty	Min	Qty	Min	Qty	Min	Qty	Min	Qty	Min	Qty
Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Time	0	0	55	4	65	4	0	0	45	3	65	4	65	4
All	0	0	55	4	65	4	0	0	45	3	65	4	65	4

	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan
MDS Time/Planned	0		55		65		0		45		65		65	
OT			45	0					45	0	55	0	65	0
ST			55	0					30	0	30	0	45	0
Total	0	0	155	0	65	0	0	0	120	0	150	0	175	0

8-22 min=1 qty	38-52 min=3 qty	68-82 min=5 qty	98-112 min=7 qty
23-37 min=2 qty	53-67 min=4 qty	83-97 min=6 qty	113-127 min=8 qty

[Test Login](#) [Impersonate](#)
[Add Line](#) [Save](#)

An informational table is displayed on the screen with the 8 Minute Rule calculations.

Service	Min	Qty	Min	Qty	Min	Qty	Min	Qty	Min	Qty	Min	Qty	Min	Qty
Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Time	0	0	55	4	65	4	0	0	45	3	65	4	65	4
All	0	0	55	4	65	4	0	0	45	3	65	4	65	4

	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan
MDS Time/Planned	0		55		65		0		45		65		65	
OT			45	0					45	0	55	0	65	0
ST			55	0					30	0	30	0	45	0
Total	0	0	155	0	65	0	0	0	120	0	150	0	175	0

8-22 min=1 qty	38-52 min=3 qty	68-82 min=5 qty	98-112 min=7 qty
23-37 min=2 qty	53-67 min=4 qty	83-97 min=6 qty	113-127 min=8 qty

[Test Login](#) [Impersonate](#)
[Add Line](#) [Save](#)

A message can be displayed for the count of visits since a resident was SEEN by a clinician or had a NOTE written by a certified clinician. The count is calculated from the daily notes written on the TX Input screen. This feature can be disabled to not display.

8-22 min=1 qty	38-52 min=3 qty	68-82 min=5 qty	98-112 min=7 qty	V Ornelas, PTA Impersonate Add Line Save
23-37 min=2 qty	53-67 min=4 qty	83-97 min=6 qty	113-127 min=8 qty	

7 Visits Since NOTE by Clinician. 6 Visits Since Seen by Clinician.

SELECTING RESIDENTS FOR BILLING

Change the dropdown from ALL to the discipline for charge entry. This will display only the residents that have an open therapy admission for the discipline selected.

To enter charges for a resident, select the resident from the menu on the left side of the screen.

The screenshot shows a software interface for managing therapy admissions. At the top, there are navigation tabs: TX, Reports, System, Month View, Tx Resident, Tx Input, Tx Planner, Scheduler, and KeyFactor. The current facility is '10 - Sunny Heights' and the admission is for 'Abbott, Carrie' (MRN 2222) starting on 3/1/2009.

On the left side, there is a dropdown menu for 'PT' (Physical Therapy) and a search box. Below the search box is a list of residents: Abbott Carrie, Cat Simba, Clark Beth, German Karin, Lawson Nick, and Lou Linda. Red arrows indicate that 'PT' is selected in the dropdown and 'Abbott Carrie' is selected in the list.

The main area displays a calendar grid for the week of March 22, 2009, to March 28, 2009. The grid shows three therapy entries:

- 97110** DC (T) on Sunday 22, Monday 23, Tuesday 24, Wednesday 25, Thursday 26, Friday 27, and Saturday 28. Each day has a 'Note' link.
- 97116** DC (T) on Sunday 22, Monday 23, Tuesday 24, Wednesday 25, Thursday 26, Friday 27, and Saturday 28. Each day has a 'Note' link.
- 97150** DC (S) on Sunday 22, Monday 23, Tuesday 24, Wednesday 25, Thursday 26, Friday 27, and Saturday 28. Each day has a 'Note' link.

Below the calendar is a summary table with columns for Min, Qty, and Mod for each day. At the bottom, there are buttons for 'Test Login', 'Impersonate', 'Add Line', and 'Save'. A red text message at the bottom center reads: '14 Visits Since NOTE by Clinician.'

ENTERING TREATMENT

To enter treatment, select the CPT /HCPC row to enter the treatment.

With the mouse pointer, click in the Min (Minutes) box and enter the exact number of minutes provided to the resident for that modality. Then click Tab button on the keyboard or use the mouse to click in the QTY box. The quantity (Qty) of units will automatically be calculated. Use this same procedure to enter treatment provided for the day in all appropriate modalities.

		March 22 2009 Thru March 28 2009																					
		Sunday 22			Monday 23			Tuesday 24			Wednesday 25			Thursday 26			Friday 27			Saturday 28			
PT	OT	ST	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod
97110	<input type="checkbox"/>	DC (T)	<input type="text"/>	<input type="text"/>	...	45	3	NA	15	1	NA	<input type="text"/>	<input type="text"/>	...	15	1	NA	<input type="text"/>	<input type="text"/>	...	15	1	NA
			Note			Note			Note			Note			Note			Note			Note		
97112	<input type="checkbox"/>	DC (T)	<input type="text"/>	<input type="text"/>	...	<input type="text"/>	<input type="text"/>	...	35	2	NA	15	1	NA	<input type="text"/>	<input type="text"/>	...	<input type="text"/>	<input type="text"/>	...	<input type="text"/>	<input type="text"/>	...
			Note			Note			Note			Note			Note			Note			Note		
97116	<input type="checkbox"/>	DC (T)	<input type="text"/>	<input type="text"/>	...	<input type="text"/>	<input type="text"/>	...	<input type="text"/>	<input type="text"/>	...	30	2	NA	30	2	NA	<input type="text"/>	<input type="text"/>	...	30	2	NA
			Note			Note			Note			Note			Note			Note			Note		
97150	<input type="checkbox"/>	Del DC (S)	<input type="text"/>	<input type="text"/>	...	<input type="text"/>	<input type="text"/>	...	<input type="text"/>	<input type="text"/>	...	<input type="text"/>	<input type="text"/>	...	<input type="text"/>	<input type="text"/>	...	<input type="text"/>	<input type="text"/>	...	<input type="text"/>	<input type="text"/>	...
			Note			Note			Note			Note			Note			Note			Note		

Service	Min	Qty	Min	Qty	Min	Qty	Min	Qty	Min	Qty	Min	Qty	Min	Qty
Time	0	0	45	3	50	3	45	3	45	3	0	0	45	3
All	0	0	45	3	50	3	45	3	45	3	0	0	45	3

	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan
MDS Time/Planned	0		45		50		45		45		0		45	55
OT													0	55
ST													0	45
Total	0	0	45	0	50	0	45	0	45	0	0	0	45	155

8-22 min=1 qty 38-52 min=3 qty 68-82 min=5 qty 98-112 min=7 qty 23-37 min=2 qty 53-67 min=4 qty 83-97 min=6 qty 113-127 min=8 qty	Test Login Impersonate Add Line Save
--	--

11 Visits Since NOTE by Clinician.

The total lines at the bottom of the page are updated as minutes are entered.

In this case, the treatment provided was ten minutes less than planned. Therefore the actual minutes appear in red.

Note: There is a feature in smart that will lock users from changes to treatments after an invoice has been created for the facility. This can be activated per client's request. If this feature is turned on, only the users with permission will be able to make changes to treatments.

This feature is recommended for user group Regional and above but can be set to client specifications.

SPLIT/SHARED TREATMENT

A split treatment is utilized when 2 therapists treat the same CPT/HCPC code. The first therapist will enter the charges and save. When the second therapist views the screen, the minutes for the first therapist will be grayed out and the split icon will display.

Click on the Split icon.

		03/22/2009		March 22 2009 Thru March 28 2009					
PT	OT	ST	Sunday 22	Monday 23	Tuesday 24	Wednesday 25	Thursday 26	Friday 27	Saturday 28
			Min Qty Mod	Min Qty Mod	Min Qty Mod	Min Qty Mod	Min Qty Mod	Min Qty Mod	Min Qty Mod
97110	<input type="checkbox"/>	DC (T)		45 3 NA T.Login	15 1 NA T.Login		15 1 NA T.Login	15 1 59 T.Login	15 1 NA C.Support
97112	<input type="checkbox"/>	DC (T)			35 2 NA T.Login	15 1 NA T.Login			15 1 NA C.Support
97116	<input type="checkbox"/>	DC (T)				30 2 NA T.Login	30 2 NA T.Login		
97150	<input type="checkbox"/>	DC (S)						45 1 NA T.Login	



The Shared Tx window opens. The name of the therapist who previously entered minutes for this shared treatment displays. The name of the currently logged on therapist also displays.

Shared Tx [Close]

Set [Cancel]

Saturday March 28 2009
CPT Code:97110

Min

Casamba Support

Test Login

Total

The second therapist enters their time and clicks on the Set button.

Shared Tx [Close]

[Cancel]

Saturday March 28 2009
CPT Code:97110

Min

Casamba Support

Test Login

Total

The screen is updated with the 'split' instead of the Therapist Name.

		03/22/2009																								
		March 22 2009 Thru March 28 2009																								
PT	OT	ST	Sunday 22			Monday 23			Tuesday 24			Wednesday 25			Thursday 26			Friday 27			Saturday 28					
			Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod			
97110	<input type="checkbox"/>	DC (T)			...	45	3	NA	15	1	NA			...	15	1	NA	15	1	59	45	3	NA			...
			Note																							
97112	<input type="checkbox"/>	DC (T)			35	2	NA	15	1	NA			15	1	NA			...
			Note																							
97116	<input type="checkbox"/>	DC (T)			30	2	NA	30	2	NA		
			Note																							
97150	<input type="checkbox"/>	DC (S)			45	1	NA		
			Note																							

When saving, the attestation will appear acknowledging the change to the clinical record. Check the YES box and another window will display.

Confirmation ✖

You are about to change clinical information that was previously entered and attested to. Are you sure you want to change this information ?

Resident Name	Yes	No	Reason
Magic Smith	<input type="checkbox"/>	<input type="checkbox"/>	

Select 'Split Treatment' as a reason and continue to save as usual.

Reason for a change ✖

Reason
Mistaken Entry - Wrong CPT Code
Mistaken Entry - Wrong Patient Record
Mistaken Entry - Wrong Date
Mistaken Entry - Wrong Quantity of CPT Code
Mistaken Entry - Wrong Number of Minutes
Editing Note
Split/Shared Treatment

Note: Remember, Split Treatment should not be used to document BID Therapy. BID Therapy should still be documented using two separate lines.

ENTERING ACKNOWLEDGEMENT OF A CPT/HCPC CODE

Entering an 'X' in the QTY column of the CPT/HCPC code will display the code to be 'checked' with a visual indication that the code was addressed although no minutes were entered in the Minutes field. The 'X' will print on the Service log.

		March 19 2006 Thru March 25 2006																								
		Sunday 19			Monday 20			Tuesday 21			Wednesday 22			Thursday 23			Friday 24			Saturday 25						
PT	OT	ST	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod			
97124 (T)	<input type="checkbox"/>	DC			...	30	2	NA	30	2	NA	30	2	NA	30	2	NA			...						
			Note			C.Support			Note			C.Support			Note			C.Support			Note					
97113 (T)	<input type="checkbox"/>	DC			...	45	3	NA	45	3	NA	45	3	NA	45	3	NA	45	3	NA		X				
			Note			C.Support			Note			C.Support			Note			C.Support			Note			C.Support		
97110 (T)	<input type="checkbox"/>	DC			...	25	2	59	25	2	59	25	2	59	25	2	59			...						
			Note			C.Support			Note			C.Support			Note			C.Support			Note			C.Support		

REFUSED OR WITHHELD ENTRY

To record a Refused or Withheld treatment, insert 'R' or 'W' in the QTY box on the screen. The 'R' or 'W' will print on the Service log.

		03/22/2009 March 22 2009 Thru March 28 2009																										
		Sunday 22			Monday 23			Tuesday 24			Wednesday 25			Thursday 26			Friday 27			Saturday 28								
PT		Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod			
97110	<input type="checkbox"/>			15	1	NA			...		R	NA			20	1	NA			
		Note			Note			T.Login			Note			T.Login			Note			T.Login			Note			T.Login		
97112	<input type="checkbox"/>			30	2	NA		W	NA			21	1	NA			
		Note			Note			T.Login			T.Login			Note			Note			Note			T.Login			Note		
97116	<input type="checkbox"/>			20	2	NA			
		Note			Note			Note			Note			Note			Note			Note			T.Login			Note		

AGGREGATE MINUTES TO UNITS EDITS

An option is available for Smart to bypass the line item edit on the Part B aggregate billing edits. This is automatically activated in new client installs. Contact your Client Representative if you would like not to use this feature.

03/22/2009
March 22 2009 Thru March 28 2009

PT	Sunday 22			Monday 23			Tuesday 24			Wednesday 25			Thursday 26			Friday 27			Saturday 28		
	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod
97110 <input type="checkbox"/> DC (T)			20	1	...
97112 <input type="checkbox"/> DC (T)			21	1	...
97116 <input checked="" type="checkbox"/> DC (T)			20	1	...

Day: 03/28/2009 - Time Based Codes
 Msg: For total time based minutes of 61, quantity must be 4.

OK

Service	Min	Qty	Min	Qty	Min	Qty	Min	Qty	Min	Qty	Min	Qty	Min	Qty
Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Time	0	0	0	0	0	0	0	0	0	0	0	0	61	3
All	0	0	0	0	0	0	0	0	0	0	0	0	61	3

	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan
MDS Time/Planned	0		0		0		0		0		0		61	
OT														
ST														
Total	0	0	0	0	0	0	0	0	0	0	0	0	61	0

8-22 min=1 qty	38-52 min=3 qty	68-82 min=5 qty	98-112 min=7 qty
23-37 min=2 qty	53-67 min=4 qty	83-97 min=6 qty	113-127 min=8 qty

Test Login Impersonate

Add Line Save

8 Visits Since NOTE by Clinician.

When saving a record, if the Quantity for the Time Based units is either greater than OR less than the allowed amount then an edit message will appear. The User will not be allowed to save until the Quantity is correct. The system is validating the TOTAL minutes entered for the day against the 8 minute rule. Depending on the message, the user will increase or decrease the QTY field of a CPT/HCPC code in order to comply with the 8 minute rule requirement. The 8 minute rule can be viewed at the bottom of the screen.

This error message is similar to the current edit message that the User receives when the quantity is too high.

MODIFIERS

The NCCI edits are loaded into the system and used to verify that when 2 code pairings are used in same day a 59 modifier prompt is displayed. This prompt does validate codes across disciplines.

March 22 2009 Thru March 28 2009

PT	OT	ST	Sunday 22			Monday 23			Tuesday 24			Wednesday 25			Thursday 26			Friday 27			Saturday 28				
			Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod		
97110	<input type="checkbox"/>	DC	(T)			...	45	3	NA	15	1	NA			...	15	1	NA	15	1	
Note																									
97112	<input type="checkbox"/>	DC	(T)			35	2	NA	15	1	NA			
Note																									
97116	<input type="checkbox"/>	DC	(T)			30	2	NA	30	2	NA			
Note																									
97150	<input checked="" type="checkbox"/>	Del	DC	(S)			45	1
Note																									

TxResident

On 03/27/2009 97110 was provided with CPT 97150. NCCI Edits require that modifier 59 be used with 97110.

OK

Service	Min	Qty	Min	Qty	Min	Qty	Min	Qty	Min	Qty	Min	Qty	Min	Qty
Service	0	0	0	0	0	0	0	0	0	0	45	1	0	0
Time	0	0	45	3	50	3	45	3	45	3	15	1	0	0
All	0	0	45	3	50	3	45	3	45	3	60	2	0	0

	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan
MDS Time/Planned	0		45		50		45		45		60		0	55
OT													0	55
ST													0	45
Total	0	0	45	0	50	0	45	0	45	0	60	0	0	155

8-22 min=1 qty 38-52 min=3 qty 68-82 min=5 qty 98-112 min=7 qty
23-37 min=2 qty 53-67 min=4 qty 83-97 min=6 qty 113-127 min=8 qty

Test Login Impersonate
Add Line Save

10 Visits Since NOTE by Clinician.

The window displays the date, and CPT/HCPC code pairing rule. The 2nd part of the message informs the user of which code the modifier should be placed.

Click on the 3 column under the date 'MOD', modifier column, and click on the ellipse box. A new window appears.

Modifier	Description
59	Distinct Procedural Service
[NA]	Not Applicable

Highlight the 59 modifier and click on Select.

The 59 modifier will insert into the modifier box for the CPT code.

PT	OT	ST	March 22 2009 Thru March 28 2009													
			Sunday 22	Monday 23	Tuesday 24	Wednesday 25	Thursday 26	Friday 27	Saturday 28							
Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod		
97110	<input type="checkbox"/>	DC (T)			45	3	NA	15	1	NA	15	1	NA	15	1	59
97112	<input type="checkbox"/>	DC (T)					35	2	NA	15	1	NA				
97116	<input type="checkbox"/>	DC (T)							30	2	NA	30	2	NA		
97150	<input type="checkbox"/>	DC (S)										45	1			

Service	Min	Qty	Min	Qty	Min	Qty	Min	Qty	Min	Qty	Min	Qty	Min	Qty
Service	0	0	0	0	0	0	0	0	0	0	45	1	0	0
Time	0	0	45	3	50	3	45	3	45	3	15	1	0	0
All	0	0	45	3	50	3	45	3	45	3	60	2	0	0

	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan
MDS Time/Planned	0		45		50		45		45		60		0	55
OT													0	55
ST													0	45
Total	0	0	45	0	50	0	45	0	45	0	60	0	0	155

8-22 min=1 qty 38-52 min=3 qty 68-82 min=5 qty 98-112 min=7 qty
 23-37 min=2 qty 53-67 min=4 qty 83-97 min=6 qty 113-127 min=8 qty

Test Login [Impersonate](#)

10 Visits Since NOTE by Clinician. [Add Line](#) [Save](#)

Note: It is important that modifiers only be placed on the CPT/HCPC codes the based on the NCCI Edit prompt. If the user places modifiers on all codes instead of placing only on the codes prompted, then incorrect billing can occur on the billing export files.

SAVING TREATMENT

Once the minutes of treatment provided to the resident are entered and reviewed for accuracy, click on the SAVE button.

03/22/2009
March 22 2009 Thru March 28 2009

PT	OT	ST	Sunday 22			Monday 23			Tuesday 24			Wednesday 25			Thursday 26			Friday 27			Saturday 28					
			Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod			
97110	<input type="checkbox"/>	DC (T)			...	45	3	NA	15	1	NA			...	15	1	NA	15	1	59		
97112	<input type="checkbox"/>	DC (T)			35	2	NA	15	1	NA		
97116	<input type="checkbox"/>	DC (T)			30	2	NA	30	2	NA		
97150	<input checked="" type="checkbox"/>	DC (S)			45	1

Service	Min	Qty	Min	Qty	Min	Qty	Min	Qty	Min	Qty	Min	Qty	Min	Qty
Service	0	0	0	0	0	0	0	0	0	0	45	1	0	0
Time	0	0	45	3	50	3	45	3	45	3	15	1	0	0
All	0	0	45	3	50	3	45	3	45	3	60	2	0	0

	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan
MDS Time/Planned	0	45	50	50	45	45	45	45	60	60	0	55	0	55
OT														
ST														
Total	0	0	45	0	50	0	45	0	45	0	60	0	0	155

8-22 min=1 qty 38-52 min=3 qty 68-82 min=5 qty 98-112 min=7 qty
 23-37 min=2 qty 53-67 min=4 qty 83-97 min=6 qty 113-127 min=8 qty

Test Login
Impersonate

10 Visits Since NOTE by Clinician.
Add Line
Save

An attestation appears asking for certification that the information entered accurately reflects the treatment provided.

Click on the 'Yes' to confirm.

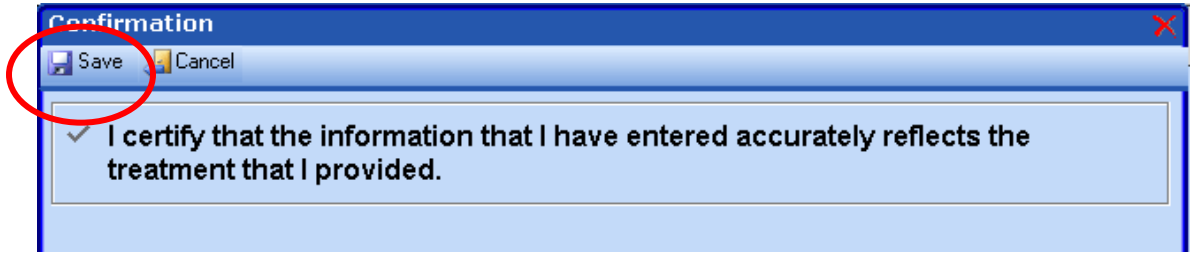
Confirmation
✕

Cancel

I certify that the information that I have entered accurately reflects the treatment that I provided.

Yes **NO**

Once the user has certified the treatment, a SAVE button will appear. Click on the SAVE button and the charge entry process is complete.



After treatment has been entered and saved, the therapist's name will appear below the charge information for the date the treatment was provided.

		03/22/2009																								
		March 22 2009 Thru March 28 2009																								
PT	OT	ST	Sunday 22			Monday 23			Tuesday 24			Wednesday 25			Thursday 26			Friday 27			Saturday 28					
			Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod			
97110	<input type="checkbox"/>	DC (T)			...	45	3	NA	15	1	NA			...	15	1	NA	15	1	59		
					Note	T.Login	Note	Note			Note			Note			Note	T.Login	Note	Note			Note			
97112	<input type="checkbox"/>	DC (T)			35	2	NA	15	1	NA		
					Note			Note	T.Login	Note	Note	T.Login	Note	Note			Note			Note			Note			Note
97116	<input type="checkbox"/>	DC (T)			30	2	NA	30	2	NA		
					Note			Note			Note	T.Login	Note	T.Login	Note	Note			Note			Note			Note	
97150	<input type="checkbox"/>	DC (S)			45	1	NA		
					Note			Note			Note			Note			Note	T.Login	Note	Note			Note			Note
Service			0	0		0	0		0	0		0	0		0	0		45	1		0	0		0	0	
Time			0	0		45	3		50	3		45	3		45	3		15	1		0	0		0	0	
All			0	0		45	3		50	3		45	3		45	3		60	2		0	0		0	0	
MDS Time/Planned			0			45			50			45			45			60			0			55		
OT																					0			55		
ST																					0			45		
Total			0	0		45	0		50	0		45	0		45	0		60	0		0			155		
8-22 min=1 qty			38-52 min=3 qty			68-82 min=5 qty			98-112 min=7 qty																	
23-37 min=2 qty			53-67 min=4 qty			83-97 min=6 qty			113-127 min=8 qty																	
11 Visits Since NOTE by Clinician.																										
Test Login												Impersonate														
Add Line												Save														

ACP

Client determines which HCPC or CPT Codes are ACP Eligible. These will need to be sent to Casamba to be inserted into the database. Casamba will then appropriately highlight these codes in SMART. The ACP Eligible codes will display a Confirmation window upon SAVE.

The screenshot shows a calendar interface for the week of November 23, 2009, to November 29, 2009. The calendar is organized into columns for each day. Below the calendar, there is a table listing CPT codes and their quantities for each day. A 'Confirmation' dialog box is overlaid on the bottom half of the screen.

Code	11/23 Mon	11/24 Tue	11/25 Wed	11/26 Thu	11/27 Fri	11/28 Sat	11/29 Sun
97110	34	2					
97112	16	1					
97116	23	2					

Confirmation

Was this modality provided as part of ACP?

CPT	11/23 Mon	11/24 Tue	11/25 Wed	11/26 Thu	11/27 Fri	11/28 Sat	11/29 Sun
97110	<input type="checkbox"/>						

Continue

Check the code (s) where ACP equipment was utilized. Then click Continue and attest as normal.

The screenshot shows the 'Confirmation' dialog box with the 'Was this modality provided as part of ACP?' question checked. The table below shows that CPT code 97110 is checked for 11/23 Mon.

Was this modality provided as part of ACP?

CPT	11/23 Mon	11/24 Tue	11/25 Wed	11/26 Thu	11/27 Fri	11/28 Sat	11/29 Sun
97110	<input checked="" type="checkbox"/>						

I agree, and it is my intent, to sign this record/document and affirmation of electronic signature for electronic submission and printed record/document.

I understand that my signing and submitting this record/document in this fashion is the legal equivalent of having placed my handwritten signature on the submitted record/document and this affirmation.

I understand and agree that by electronically signing and submitting this record/document in this fashion I am affirming to the truth of the information contained therein.

Yes No

TX Input screen saves.

ACP Utilization Report is in Progress. Once this report is Certified, Casamba will deliver this to your SMART Server.

CHANGING MINUTES ALREADY SAVED

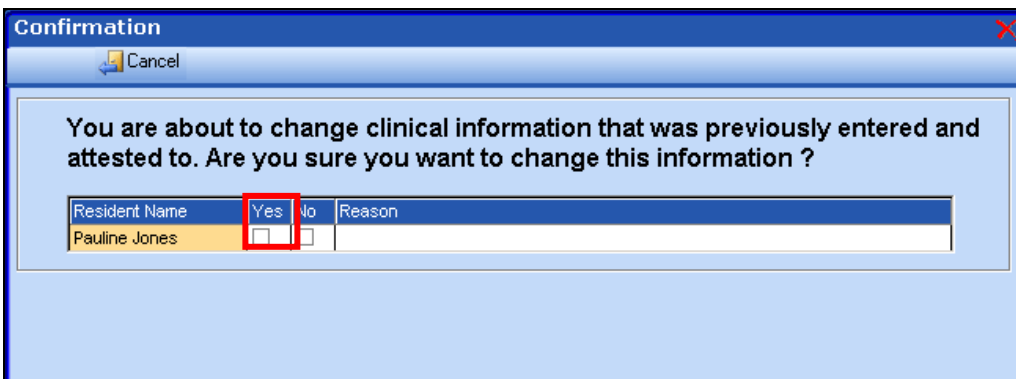
If minutes delivered need to be changed after saving, the system will ask the user to document the reason treatment was changed. Although each therapist can change records that they entered, SMART records all changes to clinical entries once they have been saved.

Start by clicking in to the box where the error was made, highlight the numbers and backspace.

Make the correction to the minutes and quantity where appropriate and click on the SAVE button.

		03/22/2009		March 22 2009		Thru		March 28 2009														
PT		Sunday 22			Monday 23			Tuesday 24			Wednesday 25			Thursday 26			Friday 27			Saturday 28		
		Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod
97110	<input type="checkbox"/> DC (T)			15	1	NA			...		R	NA			...	20	1	NA
		Note			Note			T.Login Note			T.Login Note			T.Login Note			T.Login Note					
97112	<input type="checkbox"/> DC (T)			15	1	NA		W	NA			21	1	NA
		Note			Note			T.Login Note			T.Login Note			T.Login Note			T.Login Note					
97116	<input type="checkbox"/> DC (T)			20	2	NA
		Note			Note			Note			Note			Note			T.Login Note					

The Confirmation window opens asking for verification to change clinical information that was previously saved and attested. To continue, select yes.



The Reason for Change window opens and the user is prompted to select the reason for changing information previously saved.

Click on the appropriate reason and click the SAVE button.

Reason for a change

Save Cancel

Reason

Mistaken Entry - Wrong CPT Code
Mistaken Entry - Wrong Patient Record
Mistaken Entry - Wrong Date
Mistaken Entry - Wrong Quantity of CPT Code
Mistaken Entry - Wrong Number of Minutes

The reason appears next to the entry and the user can continue with the confirmation process.

Confirmation

Cancel

✓ You are about to change clinical information that was previously entered and attested to. Are you sure you want to change this information ?

Resident Name	Yes	No	Reason
Pauline Jones	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mistaken Entry - Wrong Number of Minutes

I certify that the information that I have entered accurately reflects the treatment that I provided.

Yes No

ENTERING LATE TREATMENT

It is the company policy that all billing information be entered on the day that the resident was treated. There may be times however when it is necessary to make a late entry. Treatments entered into SMART after the calendar day that they were rendered are considered late entries.

The process of entering treatment is the same as entering regular treatment. Enter the late treatment and click on the SAVE button.

		03/22/2009			March 22 2009			Thru			March 28 2009											
PT		Sunday 22			Monday 23			Tuesday 24			Wednesday 25			Thursday 26			Friday 27			Saturday 28		
		Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod
97110	<input type="checkbox"/> DC (T)			...	15	1	...	15	1	NA			...		R	NA			...	20	1	NA
				Note			Note	T.Login		Note			Note	T.Login		Note			Note	T.Login		Note
97112	<input type="checkbox"/> DC (T)			...	15	1	...	15	1	NA		W	NA			21	1	NA
				Note			Note	T.Login		Note	T.Login		Note			Note			Note	T.Login		Note
97116	<input type="checkbox"/> DC (T)			20	2	NA
				Note			Note			Note			Note			Note			Note	T.Login		Note

The Confirmation window asking the user to validate the late entry displays. Select yes to continue.

Confirmation ✖

You are about to make a late entry. Are you sure you want to do this ?

Resident Name	Yes	No	Reason
Ronnie Black	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Select the reason for entering the treatment late and click the SAVE button.

Reason for a late entry

Reason
Technology Malfunction
Forgot
Non-registered user provided service
Offsite Billing
Other

Reason for a late entry

Reason
Technology Malfunction
Forgot
Non-registered user provided service
Offsite Billing
Other

If "Other" is selected as a reason, enter the actual reason at the bottom of the screen before saving.

DAILY CPT/HCPC NOTES

The Note area on the Tx Input supports a library of skilled phrases to assist the therapist with composing daily notes.

Enter minutes for the CPT/HCPC code or codes and click on the NOTE icon.

		03/22/2009			March 22 2009 Thru March 28 2009																		
PT	CPT Code	Sunday 22			Monday 23			Tuesday 24			Wednesday 25			Thursday 26			Friday 27			Saturday 28			
		Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	Min	Qty	Mod	
97110	<input type="checkbox"/> DC (T)			15	1	...	Note
97116	<input type="checkbox"/> DC (T)			30	2	...	Note
97150	<input type="checkbox"/> DC (S)			Note

The note window appears with the note library box displayed.

TX Daily Note
X

Set Delete Cancel

01/14/2010 CPT: 97110 - Therapeutic exercise

CPTCode/s

Select a category below

HEP
 Strengthening

Select a category below

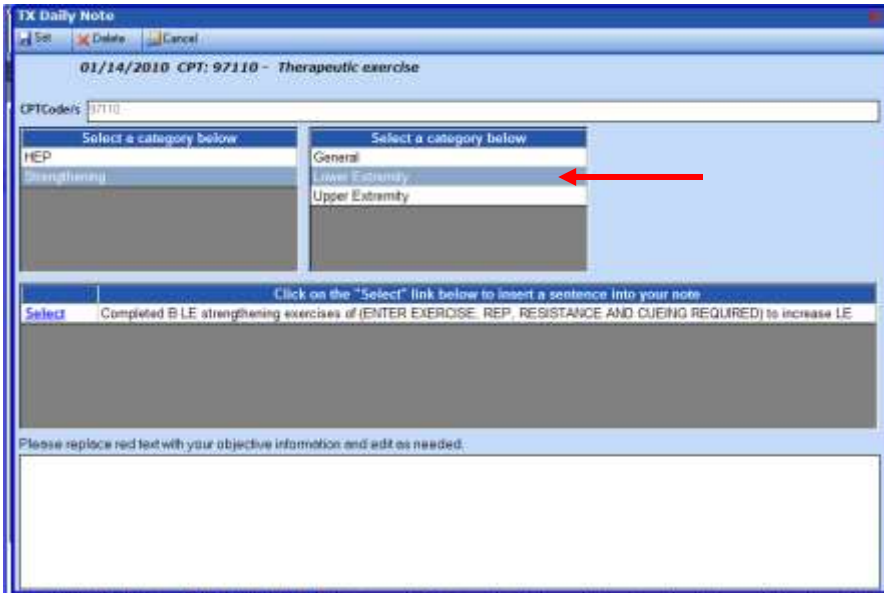
Select a category below

Click on the "Select" link below to insert a sentence into your note

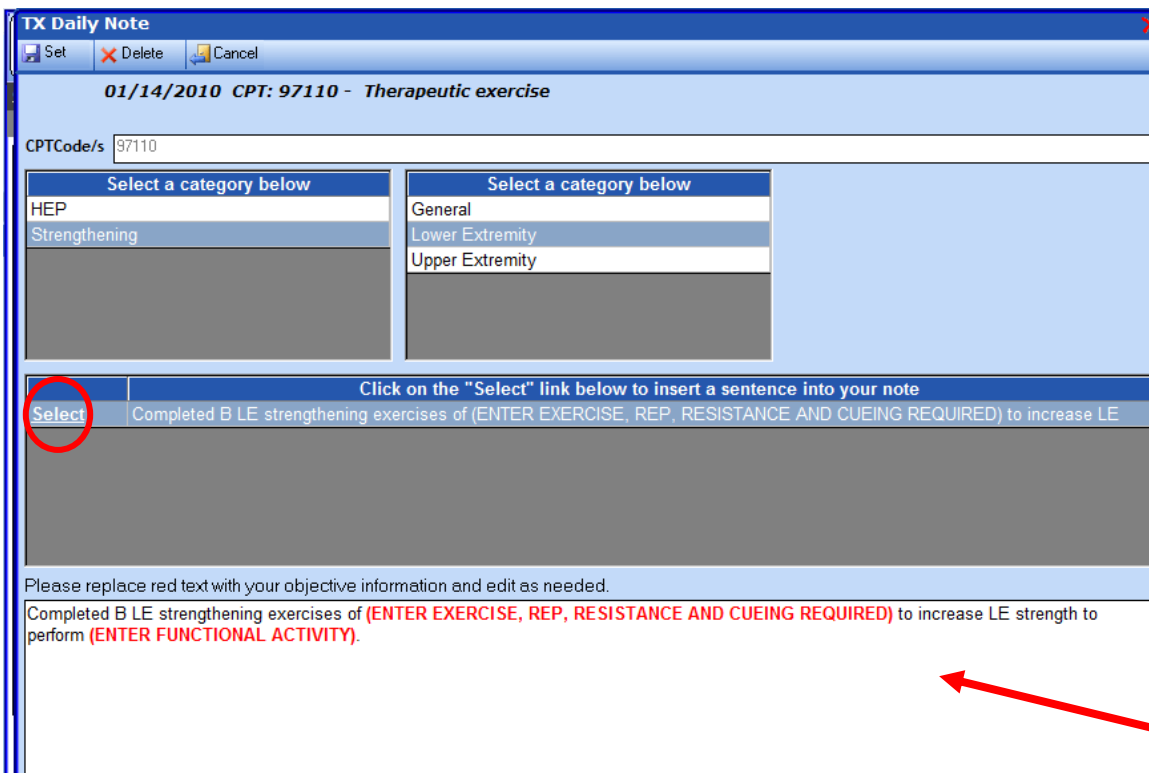
Select	Pt. responded (ENTER PATIENTS RESPONSE) to treatment provided today.
Select	Patients exercise program advanced today to include (ENTER EXERCISE, REPS AND RESISTANCE). Patient required (ENTER
Select	Patient performed (ENTER NUMBER OF MINUTES AND DISTANCE) of Omnicycle training. Patient gave (ENTER % OF EFFORT
Select	Patient performed (ENTER # OF MIN AND DISTANCE) of Omnicycle training. Patient was able to give equal percentage of effort in
Select	Patient had (ENTER # OF EPISODES) of muscle spasms (ENTER L/R/UE/LE) during Omnicycle training.
Select	Patient was unable to complete total training time using the Omnicycle due to (Enter Left or Right UE/LE) muscle spasms.

Please replace red text with your objective information and edit as needed.

Click on the category to display a library of skilled phrases.



Select a phrase. The text will be copied in to the Note box. Repeat this process for any additional phrases to add to the note.



Items in brackets should be clicked on to replace the text.

TX Daily Note

Set Delete Cancel

01/14/2010 CPT: 97110 - Therapeutic exercise

CPTCode/s 97110

Select a category below

HEP
Strengthening

Select a category below

General
Lower Extremity
Upper Extremity

Select Click on the "Select" link below to insert a sentence into your note

Completed B LE strengthening exercises of (ENTER EXERCISE, REP, RESISTANCE AND CUEING REQUIRED) to increase LE

Please replace red text with your objective information and edit as needed.

Completed B LE strengthening exercises of (ENTER EXERCISE, REP, RESISTANCE AND CUEING REQUIRED) to increase LE strength to perform (ENTER FUNCTIONAL ACTIVITY).

The text can be modified and more than one skilled phrase can be used by repeating the process.

Use as many phrases along with your own text to build the note, and then save as usual.

Daily notes can be viewed or printed from the TX Resident/ Resident Reports tab: Progress Note and Progress Note Batch.

NOTE: Daily notes can be required for various parameters. Options include: Notes for all payors, Notes for Med B payor only, Note when a modifier is documented, Note when a R/W is documented. If no options are selected, Daily Notes will not be required but staff will still have ability to insert a daily note as needed. Contact your Client representative to have any of these items activated.

DAILY NOTE SPLIT TREATMENTS

Daily notes written during split treatments are separated by user. The second user can read the note written by the first user, but cannot modify the first user's note.

