



STATE OF MARYLAND
DHMH

Maryland Department of Health and Mental Hygiene
Mental Hygiene Administration

Spring Grove Hospital Center • Dix Building
55 Wade Avenue • Catonsville, Maryland 21228

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary
Brian M. Hepburn, M.D., Executive Director

TO: Public Mental Health System

FROM: Daryl Plevy, Deputy Director, MHA

RE: Correct Documentation for Services Rendered by Individual Practitioners

DATE: September 26, 2012

From September 1, 2011 to June 30, 2012, ValueOptions® conducted 23 audits of Individual Practitioners and reviewed 5,839 associated claims. Of the 5,839 claims, auditors identified 2,235 discrepancies. Of the 2,235 identified discrepancies, 95% of the discrepancies are based on missing (1) contact/progress notes or (2) start and end times from contact/progress notes. This memorandum is issued as a reminder to individual practitioners of the Medicaid requirements regarding delivery of services and submission of claims.

Per a DHMH October 22, 2008 “Compliance with Medicaid Requirements and Billing the PMHS” memorandum, in order to receive reimbursement for services, all providers, including individual practitioners, “shall deliver services according to all applicable federal and state rules and regulations. Medicaid reimbursement is paid for medically necessary services only. Services must be documented in order to validate payment. Documentation shall include: the date and time of the service, reason for the service, the type and description of services delivered, progress towards goals, and signature of the individual providing services including the signer’s credentials.” Furthermore, COMAR 10.21.25.03-1 H (2) (ii) states “for individual practitioners, when services are preauthorized, the following documentation is required before submitting for payment for services rendered... progress notes for each face-to-face contact including: start time and end time”. Failure to document correctly can result in retractions associated with identified paid claims.

Additional reference can be found in the applicable chapters of COMAR 10.21.25, 10.36.05, 10.42.03, and 10.58.01.