

**RPMS Behavioral Health System
Inpatient/Residential**

Documentation Recommendations

I. Referral/Screening

Type of Visit: BRIEF VISIT
Activity Code: 11-SCREENING (patient present)
44-SCREENING (patient not present)
Document: POV
Case Status: CASE OPEN
*Primary Provider needs to be established

II. Assessment/Initial Visit

Type of Visit: INTAKE
Activity Code: 12-ASSESSMENT
Document: POV, Patient Education, Medications, Health Factors, GAF, Staging Tool, Summary of Intake or, on Intake Tab, add a note indicating Assessment is in Medical Record
Case Status: CASE ADMIT
*Personal History Factors need to be entered, if any
**Within xx hours or days, treatment plan must be established

III. On-going Treatment

These recommendations are based on the amount of documentation that needs to be completed.

A. INDIVIDUAL COUNSELING SESSION

Type of Visit: BRIEF VISIT-Medications
REGULAR VISIT-Patient Education, Medications, or Health Factors
Activity: 13-INDIVIDUAL COUNSELING
Document: POV, Case Notes
*Record treatment plan in Treatment Plan tab and complete corresponding individual encounter to capture the treatment planning development session

B. GROUP COUNSELING SESSION (PSYCHOTHERAPY)

Clinic: MENTAL HEALTH (14), CHEMICAL DEPENDENCY (43) or BEHAVIORAL HEALTH (C4)
Group Name: Actual name of the group or one specific to therapist
Type of Visit: GROUP ENCOUNTER
Activity: 91-GROUP COUNSELING (or 90 - FAMILY TREATMENT)
Document: POV, Case Notes

*Need to use same POV descriptions to identify the type of group

*Groups may be set up once and then duplicated for subsequent sessions.

C. CASE MANAGEMENT

Type of Visit: BRIEF

Activity: 22-CASE MANAGEMENT (PATIENT PRESENT)

31-CASE MANAGEMENT (PATIENT NOT PRESENT)

D. MEDICATION/NURSING SERVICES

Type of Visit: BRIEF VISIT-Medications

REGULAR VISIT-Patient Education, Medications, or Health Factors

Activity: 16 – MEDICATION/MEDICATION MONITORING (PATIENT PRESENT)

26 –MEDICATION/MEDICATION MONITORING (PATIENT NOT PRESENT)

97 – HEALTH PROMOTION

Document: POV, Case Notes

*May be completed as a group entry; Activity Code would be the same.

E. EDUCATION/SCHOOL WORK

Type of Visit: BRIEF

Activity: 96-ACADEMIC SERVICES

POV: 89.1 – ALTERNATIVE EDUCATION SERVICES

Document: Notes as required

* May be completed as a group entry; Activity and POV would be the same as listed above

F. RECREATION GROUP

Type of Visit: GROUP

Activity: 86 – RECREATION ACTIVITIES

Document: POV, Notes

*Same coding may be used for individual recreation notes; type of visit would be BRIEF.

G. CULTURAL/TRADITIONAL ACTIVITIES

Type of Visit: BRIEF

Activity: 95 – CULTURAL ACTIVITIES

Document: POV, Notes

* May be completed as a group entry; Activity would be the same as listed.

H. OTHER GROUP ACTIVITIES

Type of Visit: GROUP

Activity: 85 – ART THERAPY

92 – ADVENTURE BASED COUNSELING

94 – LIFE SKILLS TRAINING

97 – HEALTH PROMOTION

23 – OTHER PATIENT SERVICES NOT IDENTIFIED
90 – FAMILY TREATMENT

* Treatment plans are documented on the Treatment Plan tab or menu option. An individual encounter form should also be completed to document the treatment planning activity. Follow local standards and policies on timeframes for establishing and reviewing treatment plans.

IV. Discharge/Final Visit

Type of Visit: REGULAR

Activity Code: 19-DISCHARGE PLANNING

Document: POV, Patient Education, Medications, Health Factors, GAF, Placement
Disposition

Case Status: CLOSED

* Resolve/close out treatment plan; close out Case Status

**Change designated providers in Patient Information to reflect Aftercare or Outpatient Providers, if known.

V. Administrative Documentation

Type of entry: ADMINISTRATIVE ENTRY

Activity Codes: Any other than Patient Services

Document: Administrative Problem Codes (95-99), Comments