Outpatient Medicare Documentation and Billing Procedures

Purpose

This document establishes documentation requirements for outpatient service provision and outlines the process for responding to Medicare requests for additional information.

Audience

All members of the rehabilitation services staff and students completing clinical rotations.

Policy

Rehabilitation Services will adhere to Medicare guidelines when completing documentation and billing for outpatient services.

Medicare Documen-tation

Medicare requires the following documentation for outpatient service provision:

- A signed order by a licensed physician.
- A complete evaluation of the patient's condition.
- A comprehensive and concise treatment plan related to the patient's goals, frequency, intensity, and duration.
- Signed Medicare plan of care to include diagnosis, long term goal, type, amount, duration and frequency.
- Documentation of treatment encounter note.
- Weekly progress notes with specific references to treatment goals.
- Documentation of patient/family education and outcomes.
- Physician recertification of the outlined treatment plan as established or every 90 days whichever is less.
- Progress note every 10th visit or 30 calendar days whichever is less.
- Comprehensive discharge summary at the termination of services.

Medicare Requests for Information

Requests for documentation from Medicare are forwarded to the appropriate service area for review and data collection.

Designated personnel will match clinical documentation with the Medicare billing request and will generate a copy for billing review.

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Medicare Requests for Information

If no documentation is available, the treating therapist will be notified. It is the responsibility of the treating therapist to locate missing documentation or to complete inadequate documentation in a timely manner.

- Failure to complete Medicare requests for information will result in a notice to the clinician's immediate supervisor.
- Billing records for Medicare patients are kept in a file for one year following the completion of services.