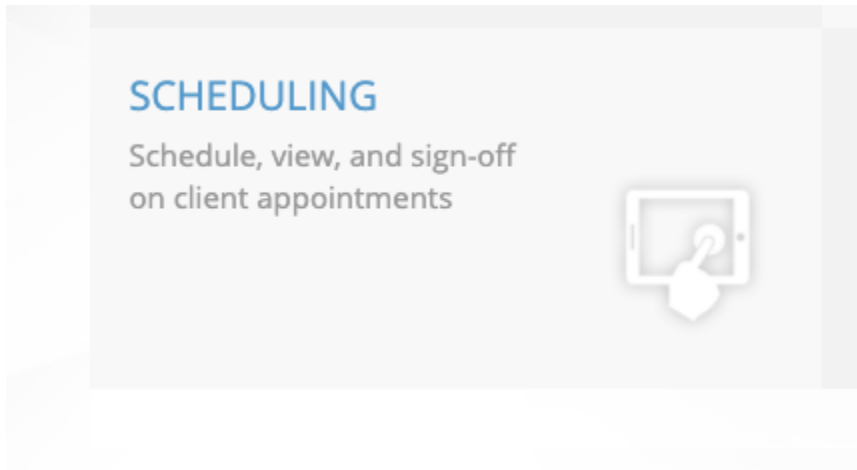


Entering Billable Sessions as a Center Break Staff

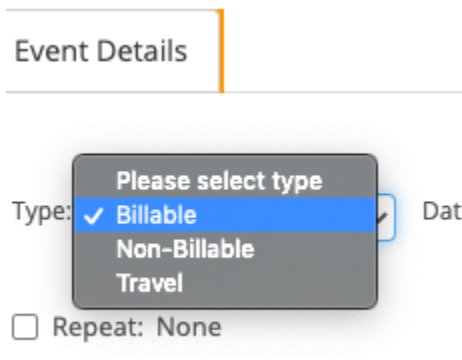
Sign into Rethink and navigate to the scheduling module.



Once you see the calendar, click on the appropriate day to add your session. Don't worry about clicking on the exact time as you can edit it once in the session.



Once the session opens, click the drop down next to type and select "Billable".



Next confirm that the date is correct, as well as the time. The time should be exact to the minute. Make sure to communicate with the staff you are breaking so you both are entering the same times to avoid any overlaps. If the time isn't in the drop down, you can click manually enter the correct time.

Date: 04/12/2021 Start Time: 09:45 AM End Time: 09:55 AM Duration: 0.17 hour

You'll then scroll down the box for client name and select the name of your client. As a center break staff you should be connected to all center clients.

Staff Member: Nina Smart Pay code: Regular Rate Tag: Add Tag

Client: Test Client Service: The staff selected does not have the credentials required for the client's active authorizations.

If you find you are not, please email schedule_center@coloradobehavior.com and let them know ASAP. If you do not hear back, change your session type to non-billable and make sure to type in the note box the client's name and that you were direct.

Type: Non-Billable Date: 04/12/2021 Start Time: 09:45 AM End Time: 09:55 AM Duration: 0.17 hour

Repeat: None

Staff Member: Nina Smart Pay code: Regular Rate Tag: Add Tag

Client: Test Client Service: The staff selected does not have the credentials required for the client's active authorizations.

Place of Service: 11 - Office Notes: Worked direct with test client providing break for staff Joe Schmoie. Not connected to the client at time of session.
Location: Choose Location Enter a Location

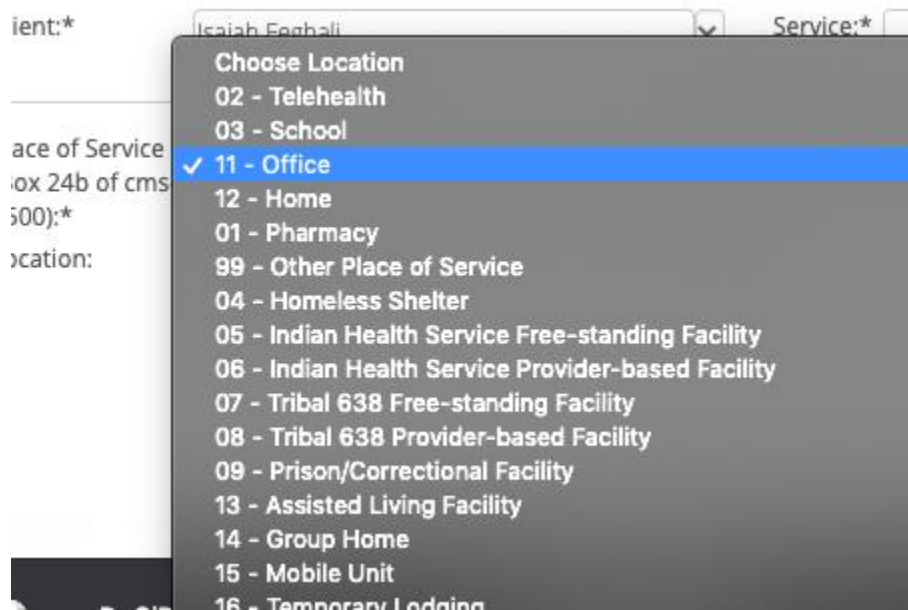
It's also very helpful for billing if you include in the note box who you are breaking and whether it is a lunch break or rest break. If you are asked to assist with PCM or crisis, please include that in the note box as well. It helps to clarify what happened when there are overlaps.

Provided lunch break for staff Joe Schmoie with Test Client.

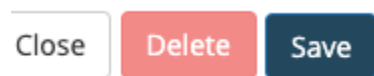
For service, you should **ALWAYS** be selecting 97153 Direct service regardless of the insurance. If for some reason you see more than one insurance, **select the one that is not Medicaid unless told otherwise**. Also be sure you are selecting the authorization for the correct dates if more than one auth is in Rethink.



EVV Is not required for Center clients, however you need to enter the correct location code for this to be true. All center sessions should always be 11-Office. Anything besides this can greatly impact billing.



Once you have all the required details for the session (type, date, time, client, service, location) you will then click the save button. If any of the required info is missing, it will not allow you to save.



Event Details

Just like in home sessions, **you will need to complete both the staff verification and parent verification** in order for the session to be marked complete and kicked over to billing and payroll. Please find a floor supervisor, or float for any questions!