

Therapy Treatments

| OT Access | Charting | | Chart Review | Reports | Calendars | Schedule | Internal Memo |
|-------------------|----------------------|--------------------------------|-------------------------------|------------------------|------------------------------|-------------------|---------------------|
| Therapy Main Menu | Screen | Treatment Provided | COTA Charting Cosign | OT Log | OT Calendar (Minutes/Units) | OT - Schedule | Write Internal Memo |
| | Initial Eval | Progress Note | View/Edit Billing | Total Pts Seen Per Day | OT Calendar (HCPCS) | OT - View | |
| | Re-Eval | Provider Order | View/Edit Assessments & Notes | More Reports | Therapy Calendar - Total Min | Resident Schedule | |
| | Discharge | Continue MDS | View Chart | | Therapy Tx by Provider | | |
| | Restorative Orders | Care Plans | | | Progress Notes Due | | |
| | Functional Self Care | Add/View Resident Care Picture | | | | | |

Document Evaluation or Re-Evaluation Provided

1. From the Therapy Access menu, click onto **Treatment Provided**, select a name, and click **OK**.
2. Click onto **EVAL**.
3. Select evaluation type or re-evaluation.
4. Enter the number of minutes.
5. A calendar will pop up. Select the date of the evaluation. Click **OK**.
6. Click **Sign** to save the entry and exit back to the Therapy Access menu.

If it has been 10 days or more since the last progress note was last written, the **^ Progress Note** button will turn red to indicate that a 10th visit note is required.

Document Service Codes

1. From the Therapy Access menu, click onto **Treatment Provided**, select a name, and click **OK**.
2. Choose between **SERVICE CODES** or **NON-BILLABLE Service Codes**.
3. A list of service codes and descriptions will display. Click the appropriate code.
4. Select from **Individual Minutes**, **Concurrent Minutes**, or **Group Minutes**. Enter the number of minutes.
5. A calendar will pop up. Select the date of service. Click **OK**.

6. Select whether the service was provided by the **Therapist** or **Therapy Aide** (if applicable).
7. The user will be brought back to the beginning of the screen where they may document additional codes if needed.
8. When completed, click **Sign** to save the entry and exit back to the Therapy Access menu.

Document Co-treatment Minutes

Co-treatment minutes are a subset of individual minutes and cannot exceed the total individual minutes of therapy administered.

1. From the Therapy Access menu, click onto **Treatment Provided**, select a name, and click **OK**.
2. Click **CO-TREATMENT**.
3. A box will pop up. Enter the number of co-treatment minutes and click **OK**.
4. A calendar will pop up next. Select the date of the co-treatment and click **OK**.
5. Click **Sign** to save the entry and exit back to the Therapy Access menu.

Document X {EPSU} Modifier

X {EPSU} modifiers are used to add additional descriptions in place of a 59 modifier.

1. When you document OT treatment code G0283 and SLP treatment code 92526 with the same effective date and save both entries, you will receive a warning message.
2. When the warning message appears stating the code requires to be tagged with a modifier, click **OK**.
3. A view screen will appear with the effected treatment code, click on the **Edit** button, and select **Append**.
4. Click on **X {EPSU} Modifier** and choose the appropriate modifier code. Then click on **Sign**.

Viewing/Editing Billing Entries

1. From the Therapy Access menu, click **View/Edit Billing**, select a name(s), and click **OK**.
2. A **Control** screen will appear. Set a Start Date, End Date or Current Month/Last Month to narrow down the search. Click **OK** and click **Go** to run the search.
3. All entries made within the selected date range will display.
4. Click **Exit** to close the View screen and return to the Therapy Access screen.

Edit Treatment Entries

Example #1: Removing incorrect entries (e.g., an entry was put on the incorrect resident or with the incorrect effective date)

1. Follow instructions above for *Viewing/Editing Billing Entries*.

2. Click on the incorrect entry to turn it red. This is called 'tagging' the entry. You may tag multiple entries if all are incorrect.
3. Click **Edit**.
4. Select **Archive Selected**. A box will pop up: "Are you sure you want to archive all selected entries?" Click **Yes**.
5. The entry or entries will appear grey to show the edit is complete.
6. Click **Go** to refresh the screen and see your changes.

Example #2: Copy entry or entries to other resident (e.g., an entry was made on the incorrect resident or several residents received the exact same services)

1. Follow instructions above for *Viewing/Editing Billing Entries*.
2. Click on the incorrect entry to turn it red. This is called 'tagging' the entry. You may tag multiple entries if all are incorrect.
3. Click **Edit**.
4. Select **Copy One to Other Client(s) or Copy All to Other Client(s)**.
5. The Name Selection screen will appear. Select resident(s) and click OK.
6. Click **Go** to refresh the screen and see your changes.

Print Therapy Logs

1. From the Therapy Access screen, click **[OT/PT/SLP] Log**, select resident(s) names, click **OK**.
2. A Select Dates box will appear. Select the appropriate date range and click **OK**. The report preview will appear.
3. Click **Exit** to return to the Therapy Access menu.

View Therapy Calendar Logs

1. From the Therapy Access screen, click **[OT/PT/SLP] Calendar (Minutes/Units), [OT/PT/SLP] Calendar (HCPCS), Therapy Calendar - Total Min, or Therapy Tx by Provider**, select resident(s) names, click **OK**.
2. The Calendar will load and will default for the current month.
3. If another date range is desired, click **Control**, edit the Start Date and End Date, and click **OK**.
4. Click **Exit** to return to the Therapy Access menu.