COUNTY OF SANTA CLARA

Behavioral Health Services

FAST SERVICE ENTRY SUBMISSION

REV. 11/14/23

REVISIONS

Date	Slides	Revisions
08/01/23	18	Requiring Performing Provider and Performing Provider Type field
06/12/23	19	Add-On Code
06/12/23	13	Page through Procedure Code drop down menu.
09/20/22	25	Update what will be inputted in Close Batch and Date Claims Received.
06/13/22	14	Added Total Charge calculation.
06/13/22	22	Added Third Party Payor Explanation of Coverage.

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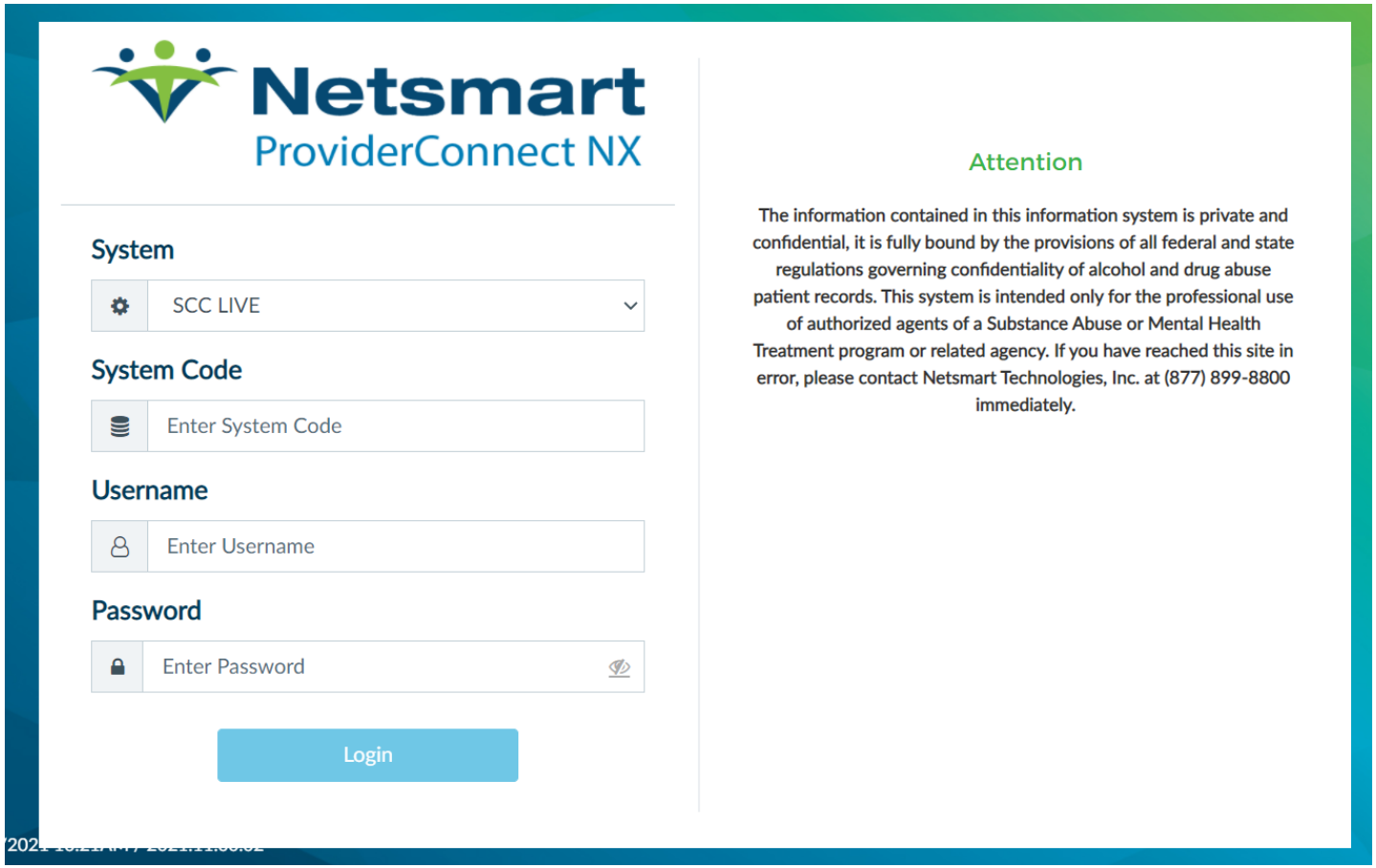
FAST SERVICE ENTRY SUBMISSION

Purpose of Form:

To enter member services. Services can be entered for an active member and funding source. Financial Eligibility & Diagnosis form needs to be completed before entering members' services.

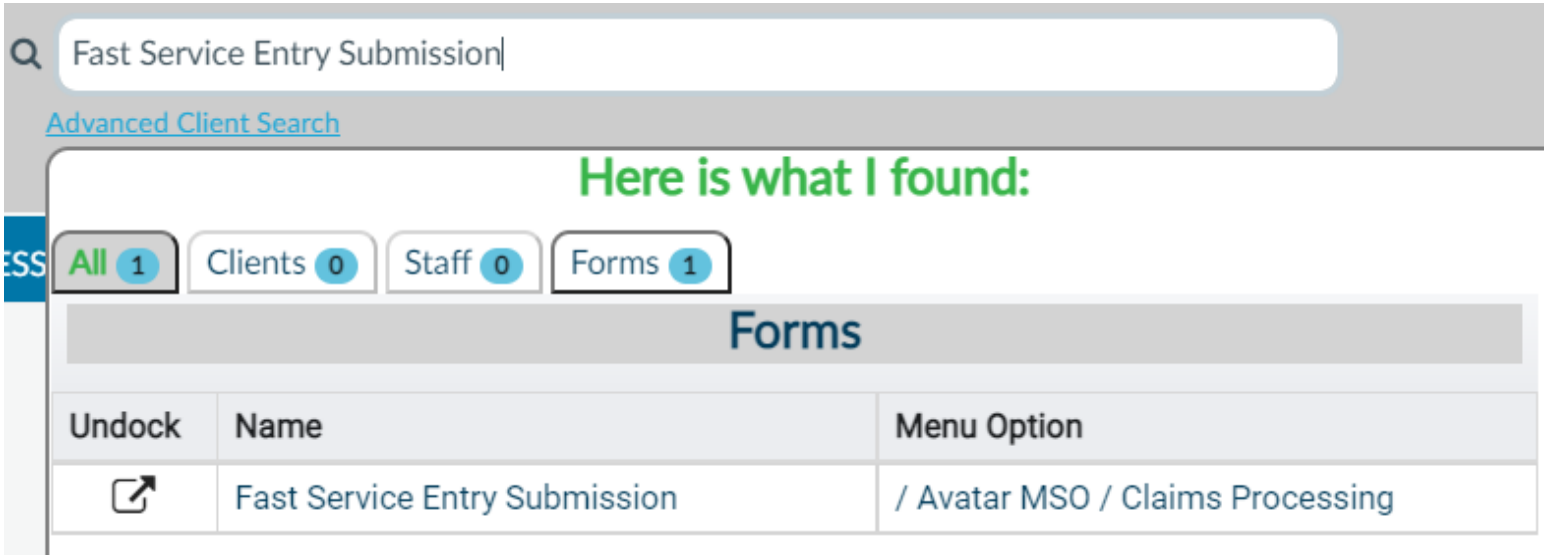
SIGN ONTO PROVIDERCONNECTNX

Enter the System Code, Username, and Password that were provided to you.

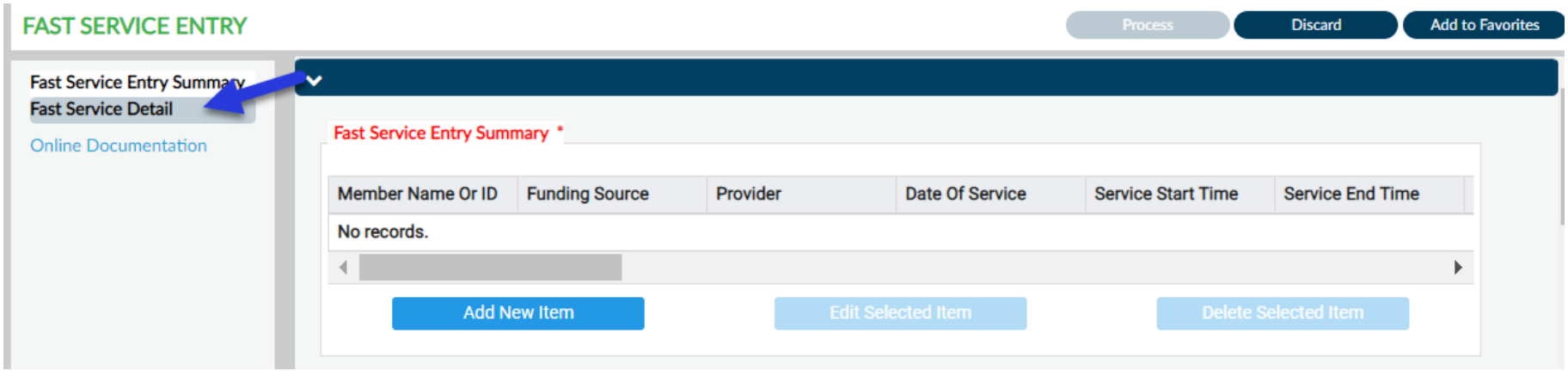


HOW TO ACCESS

After login click on **Search** and type **Fast Service Entry Submission**



Click on **Fast Service Detail** first.



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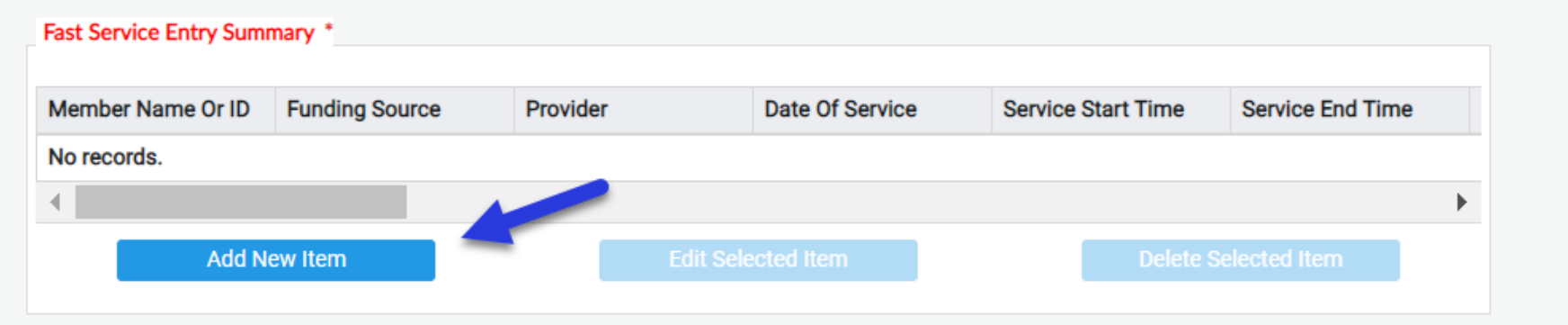
Click 'Add New Item' in **Fast Service Entry Summary** to start adding services



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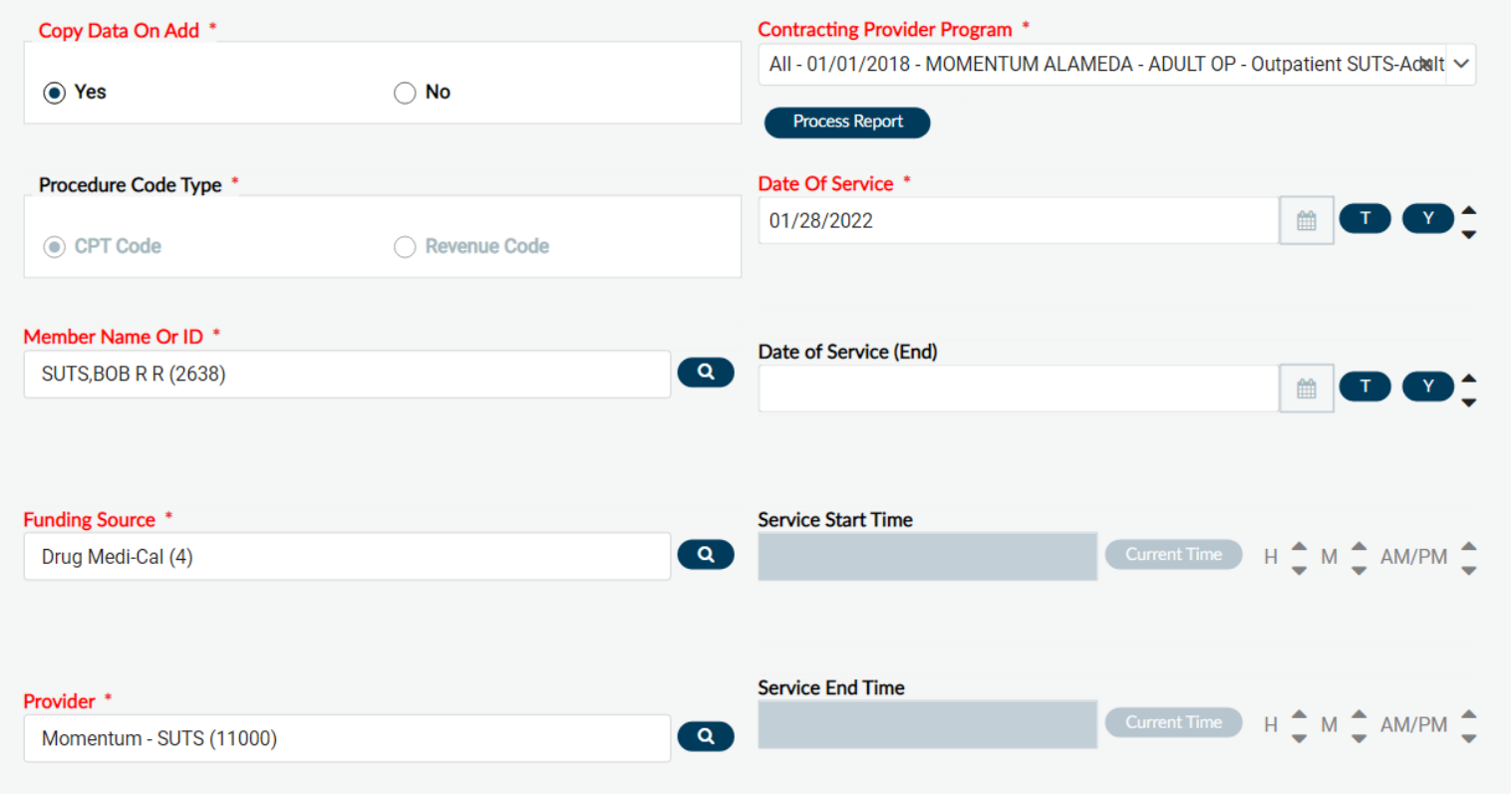
Fill in the following fields:
Member Name or ID, Funding Source*, Provider, Contracting Provider Program, Date of Service.
Service Start Time and End Time is not needed.
In the **Copy Data On Add** field, select whether or not the current row of data should be copied over to the next new row if another service is added.



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FUNDING SOURCE

*The following can be selected for Funding Source:

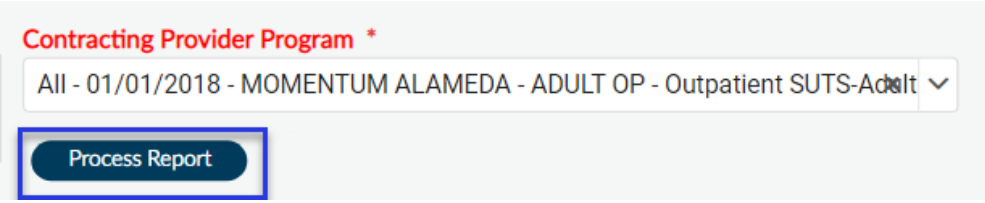
DMH Medi-Cal (2)

County of Santa Clara – MH (3)

Drug Medi-Cal (4)

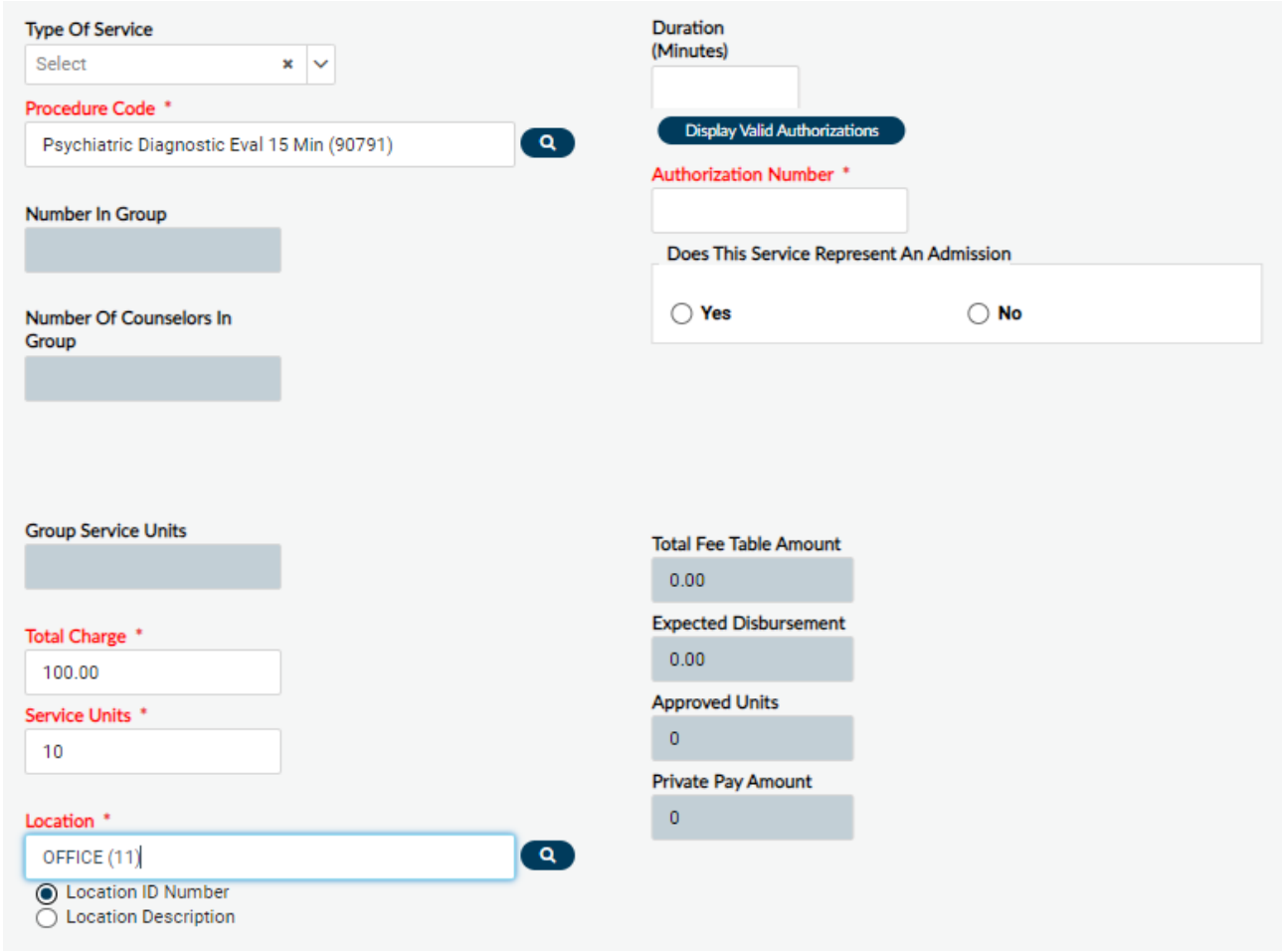
County of Santa Clara – SUTS (6)

Process Report - generates the Valid Authorizations report, which details authorizations associated with the member, funding source and provider, but is not needed and may be skipped.



Fill in the following fields: **Type of Service, Procedure Code*, Total Charge**, Service Units, Location.**

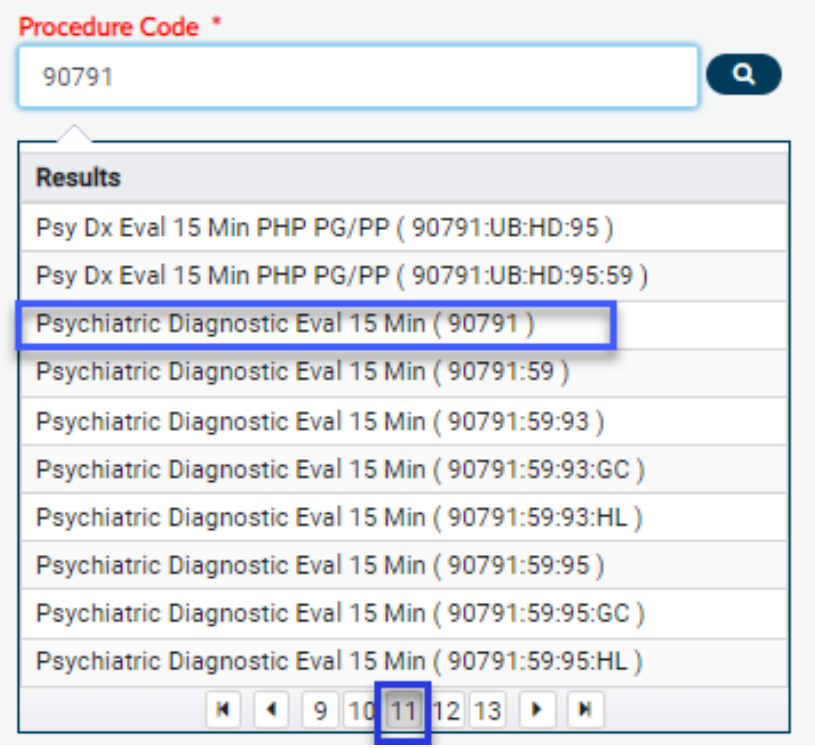
Duration is no longer a required field as only **Service Units** are required under CalAIM.



PROCEDURE CODE

*Since the Procedure Code drop down menu is listed in alphabetical order, page through the options to find the procedure code.

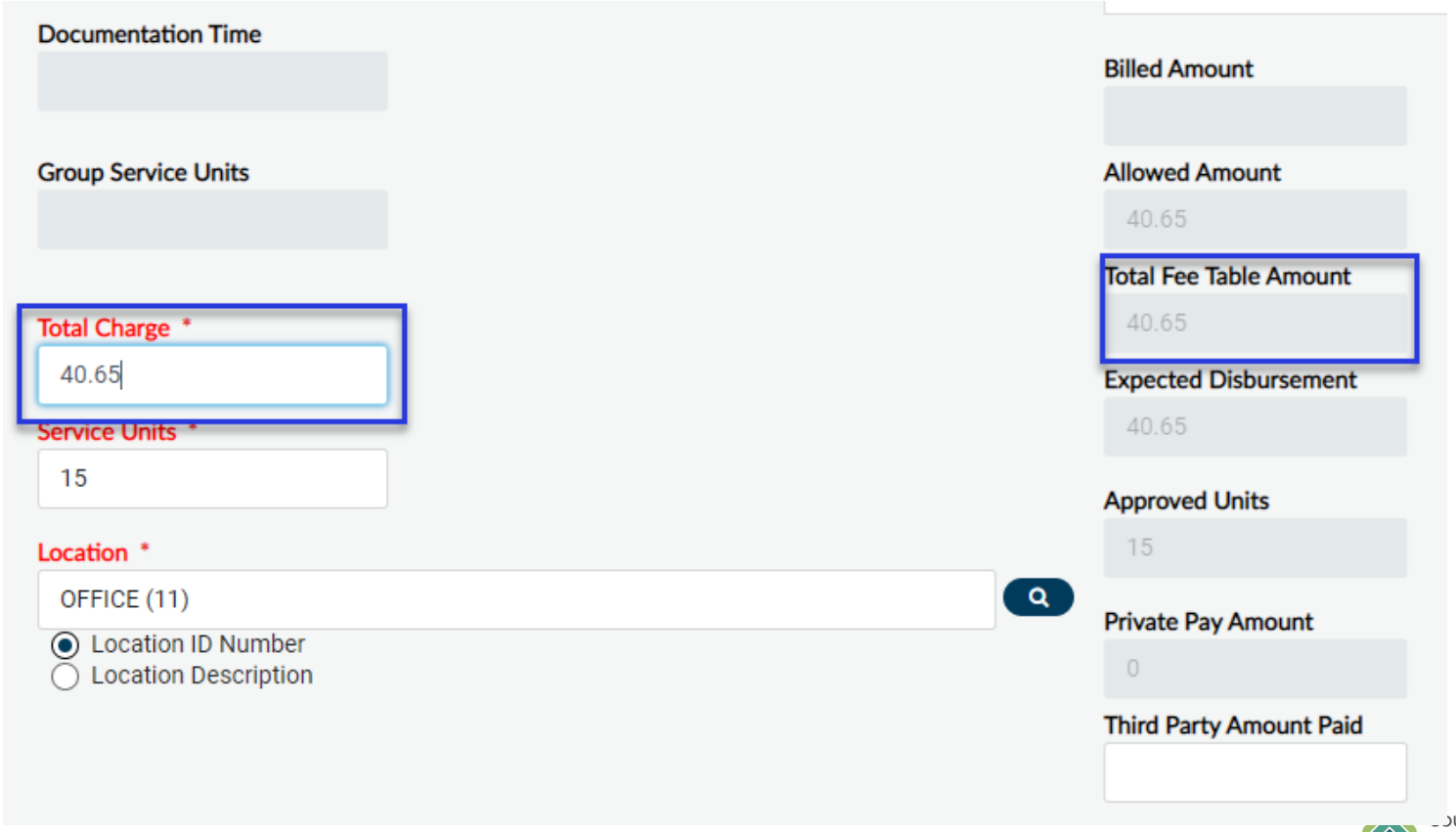
"For example, if you are looking specifically for Procedure Code *90791 (Psychiatric Diagnostic Eval 15 min)* without any modifiers, you would have to go through the pages and you would find it on page 11."



TOTAL CHARGE

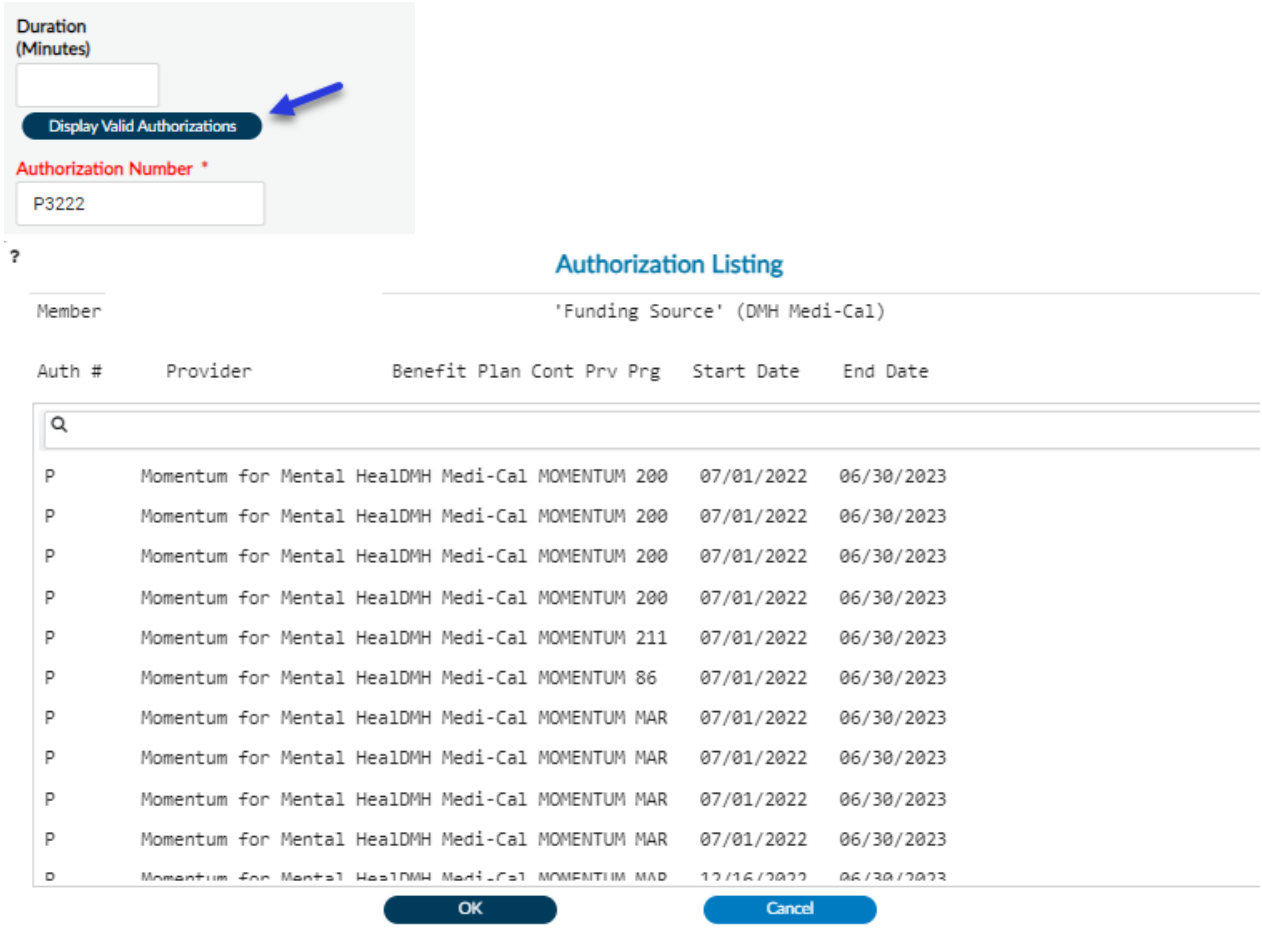
To calculate **Total Charge, multiply **Service Units** by the program's contracted rate for that specific service which is stated in the CCP individual P-Auth file.

The Total Charge will then accurately match the Total Fee Table Amount.



Click **Display Valid Authorizations** to display the **Authorization Listing Screen** and select corresponding authorization.

The **Authorization Number** can also be typed in.



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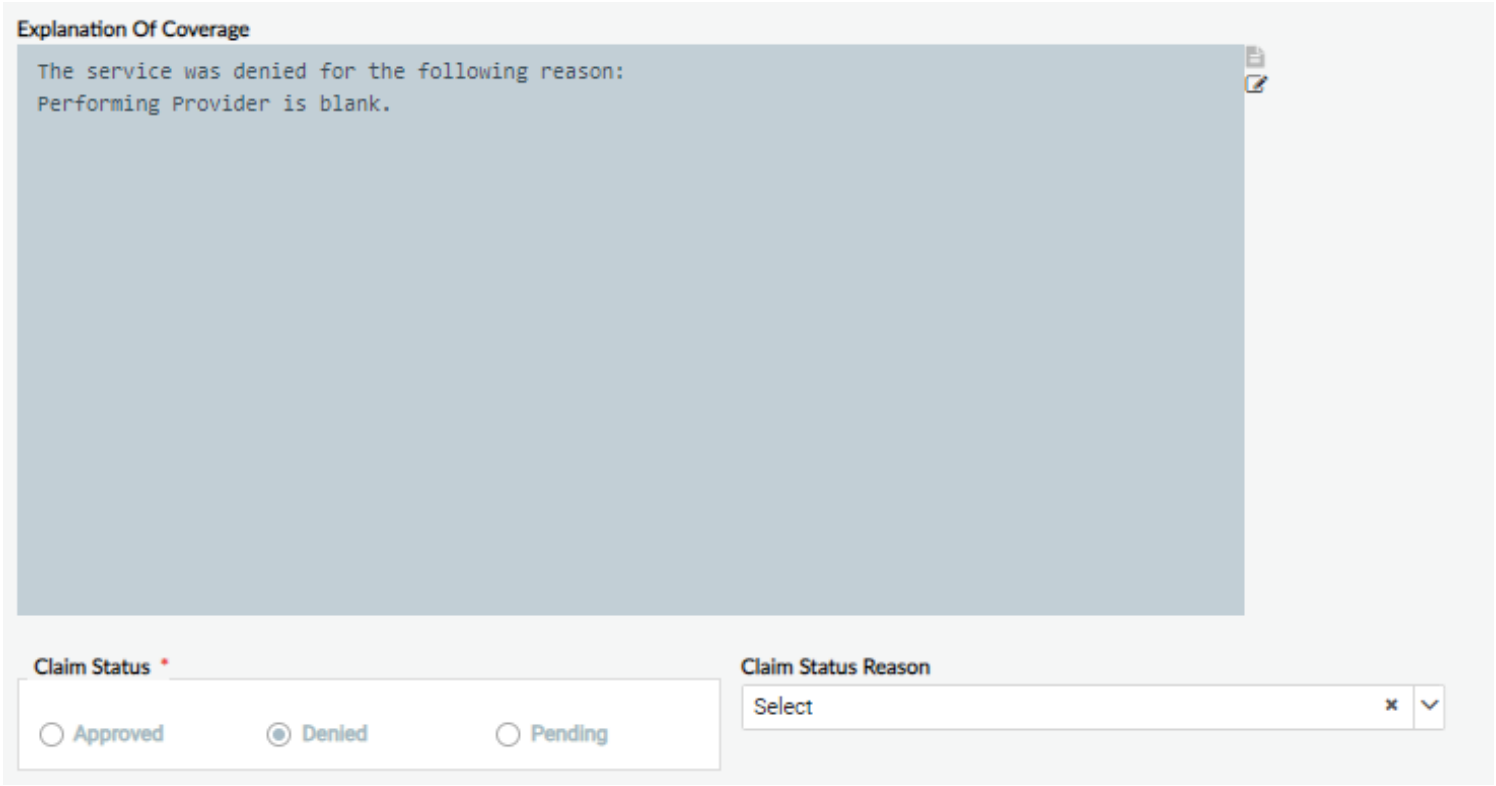
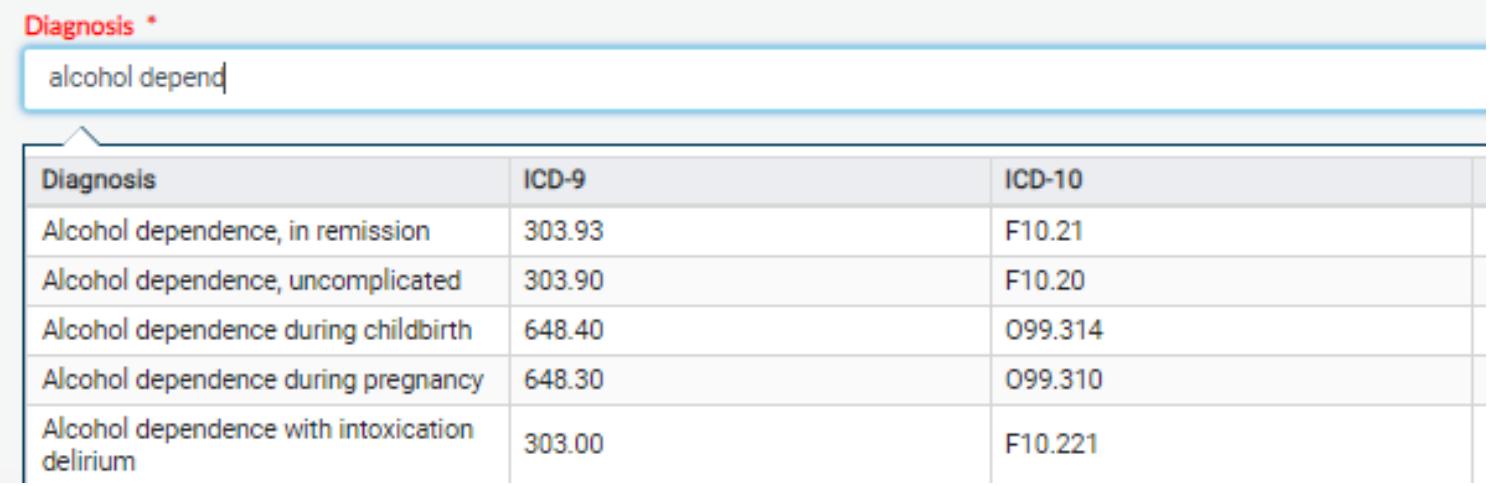
Claim Status will be automatically be chosen depending on information provided. **Explanation of Coverage** will display the reasoning for approval/denial/pending. This section will update as information is entered in this form. This field is blank when the service has been approved with the exception of a Third Party Payor addition (see page 20).

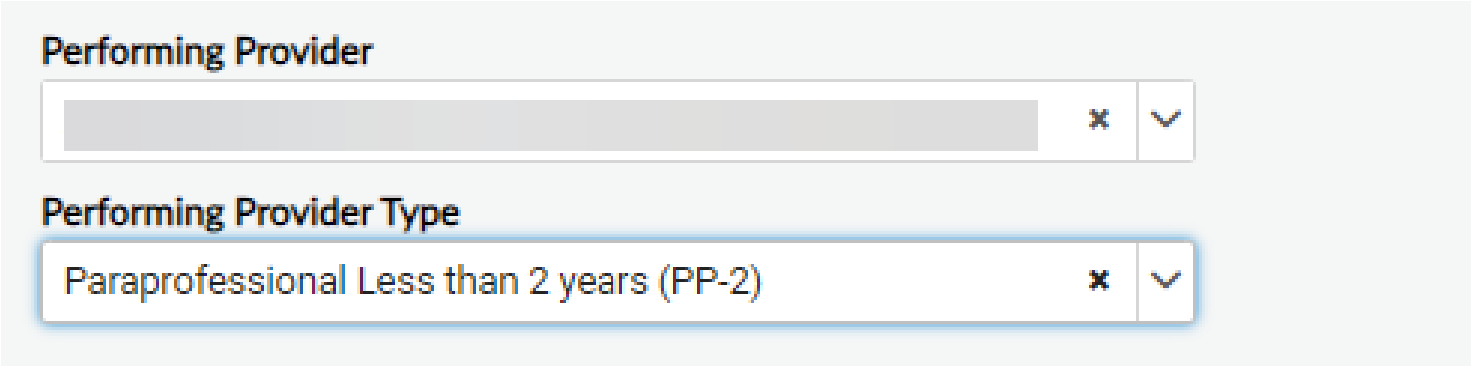


Type in the **Diagnosis** and choose from the drop-down menu.



Diagnosis	ICD-9	ICD-10
Alcohol dependence, in remission	303.93	F10.21
Alcohol dependence, uncomplicated	303.90	F10.20
Alcohol dependence during childbirth	648.40	O99.314
Alcohol dependence during pregnancy	648.30	O99.310
Alcohol dependence with intoxication delirium	303.00	F10.221

Select **Performing Provider** and **Performing Provider Type.** These fields are not red required fields but will cause a denial if not selected.

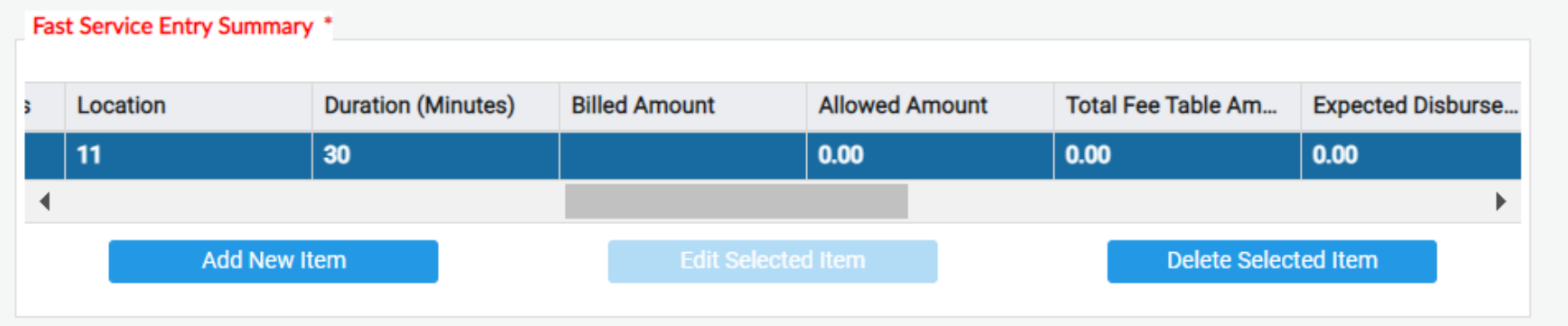


ADD ON CODES

Add on Codes must be submitted on the same date and batch as the primary code.

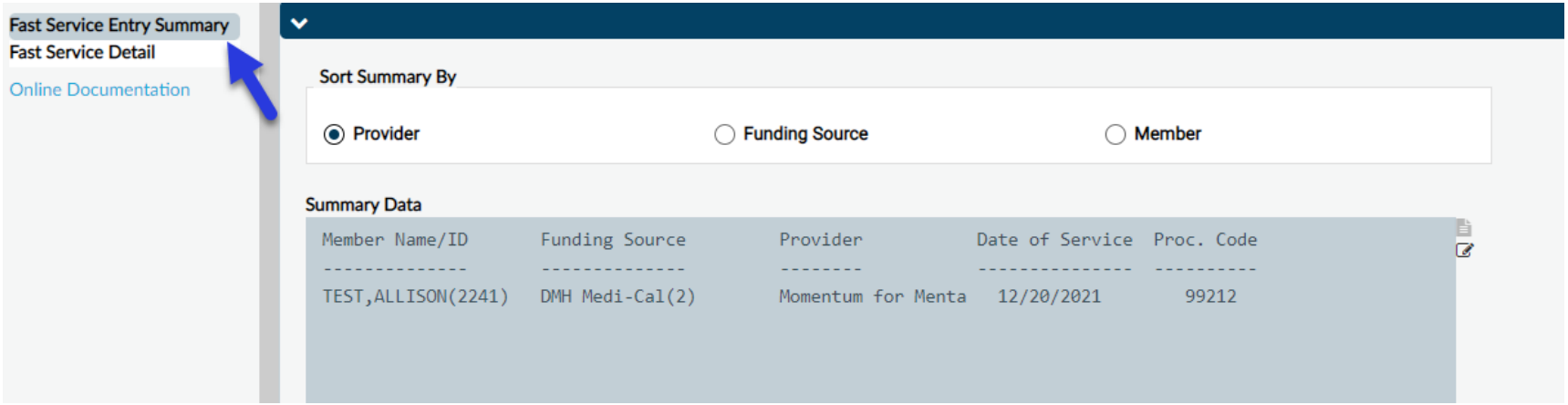
For example, the primary procedure code is *96130 (Psychological Testing Eval First Hour)* would be entered as a service on 1/1/23, and the add on code *T1013 (Sign Language/Oral Interp Svcs 15 min)* would be entered as the next service on 1/1/23 as well and batched under the same batch number.

After the service has been added, scroll back up to the top of the page to continue adding more services, edit services, or delete selected service.

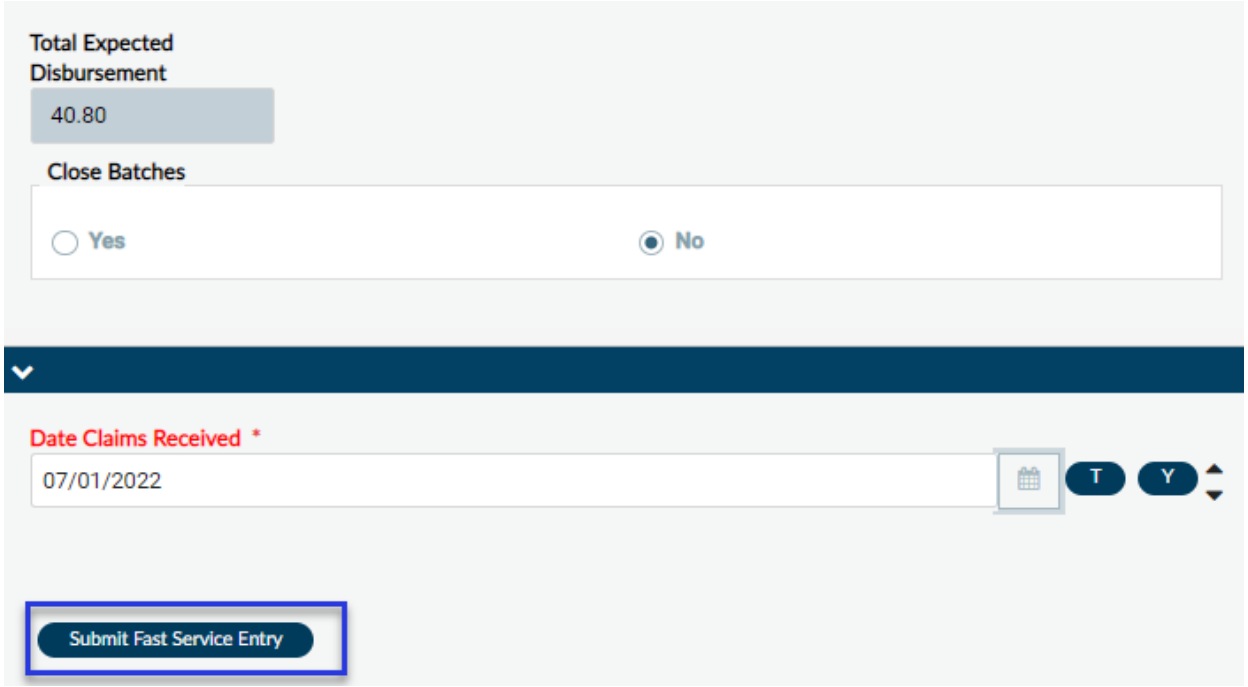


SUBMITTING A BATCH

Once all services has been added, click **Fast Service Entry Summary**. Select how you would like the service sorted in **Sort Summary By**, and the services will display in **Summary Data.**



Total Expected Disbursement is a disabled field that shows how much disbursement is expected.
Close Batches is a disabled field that will show 'No'.
Enter today's date in **Date Claims Received.**
Click **Submit Fast Service Entry** once done.



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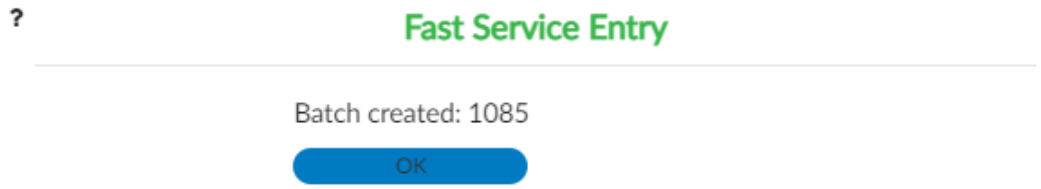
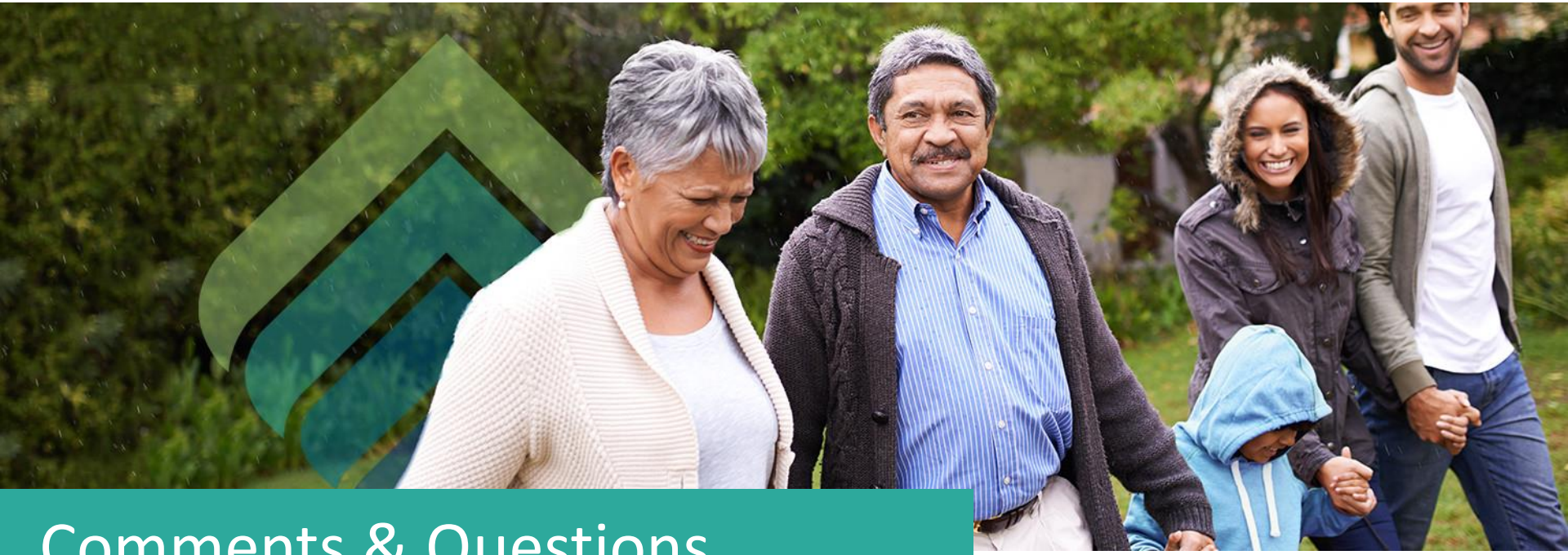
This message will appear, notifying batch has been created. Click 'OK'





Comments & Questions