COUNTY OF SANTA CLARA
Behavioral Health Services

CORRECTING ROOM AND BOARD BILLING CODE
07/23/2024

REVISIONS

Date	Slides	Revisions
07/23/24	5	Updated email address to BHSD_EHR_info@hhs.sccgov.org
03/22/2024	5	Updated the name of report to BHSD 3509 RR Admission and Discharges
03/05/2024	5	Added email address for the CMU Team

COUNTY OF SANTA CLARA
Behavioral Health Services

INCORRECT ROOM AND BOARD BILLING CODE

If a client was incorrectly placed in the wrong **Room and Board Billing Code,** (i.e. CGF was chosen when it should have been STEP) the episode will have to be deleted and all forms will have to be reinputted.

The Admission form does not allow changes to be made to the **Room and Board Billing Code** field once it has been submitted.

COUNTY OF SANTA CLARA
Behavioral Health Services

REVIEW BOARD AND ROOM BILLING CODE

Run the **BHSD 3509 RR Admission and Discharges** frequently to not only check the client's LOS, but to check the proper Room and Board Billing Code was chosen for the client.

SANTA CLARA COUNTY
Behavioral Health Services

BHSD 3509 Recovery Residences Admission/Discharges by Program
11/1/2021 to 12/29/2022

ySUTS CADS - Adult RR

CGF ←

PATID		Referral Client Type	Request Date	Admission Date	RD Admit Date	Discharge Date	LOS	LOS 11/1/202 to
2804	Test, Rc			01/20/2022			343	343
2688	Test, Dj			04/15/2022			258	258
2899	Test, Cr			06/28/2022		06/28/2022	0	0
2945	Test, Cads_D			08/25/2022			126	126

Total Unduplicated Clients for CGF: **5**

Total Bed Days for CGF from 11/1/2021 to 12/29/2022: **727**

Prop 47 ←

PATID		Referral Client Type	Request Date	Admission Date	RD Admit Date	Discharge Date	LOS	LOS 11/1/202 to
2942	Test, Cads_A			04/01/2022			272	272

Total Unduplicated Clients for Prop 47: **1**

Total Bed Days for Prop 47 from 11/1/2021 to 12/29/2022: **272**

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Behavioral Health Services

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CHANGE ROOM AND BOARD BILLING CODE

To change Room and Board Billing Code, Recovery Residence will reach out to the EHR Team at BHSD_EHR_info@hhs.sccgov.org and cc the corresponding teams,

CMU Team (sutsrr@hhs.sccgov.org) for SUTS referrals and Re-Entry Team (CJSreferrals@hhs.sccgov.org) for STEP referrals, and provide the following:
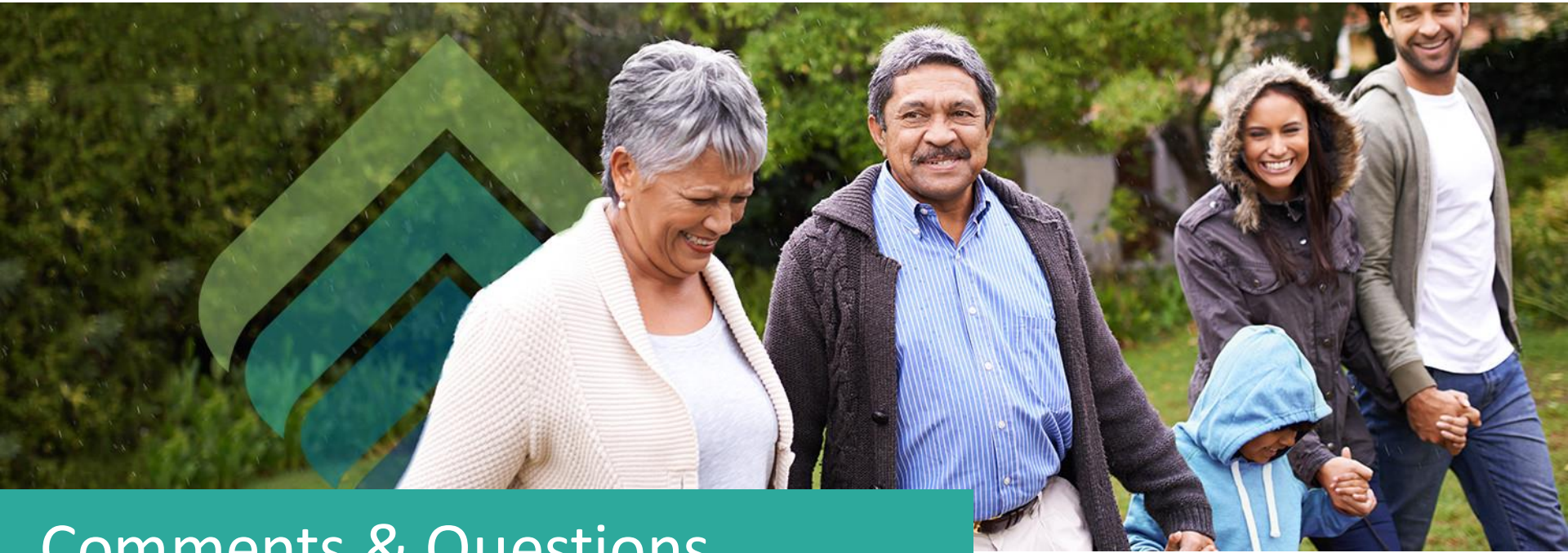
Client's myAvatar ID:

Client's Name (Last, First):

Episode #:

Episode Name:

Admission Date:

Action Request: Change Room and Board Billing Code

Reason for Request: Incorrect Room and Board Billing Code

The EHR team will send a confirmation email once the Room and Board Billing Code has been changed.

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Comments & Questions

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