



LIVE WELL  
SAN DIEGO

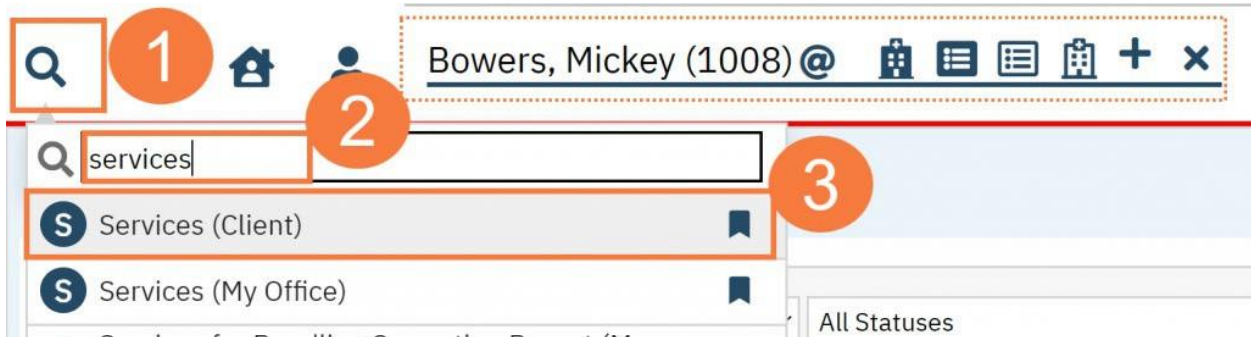
# SmartCare Service Entry Without a Progress Note (Admin Service Entry)

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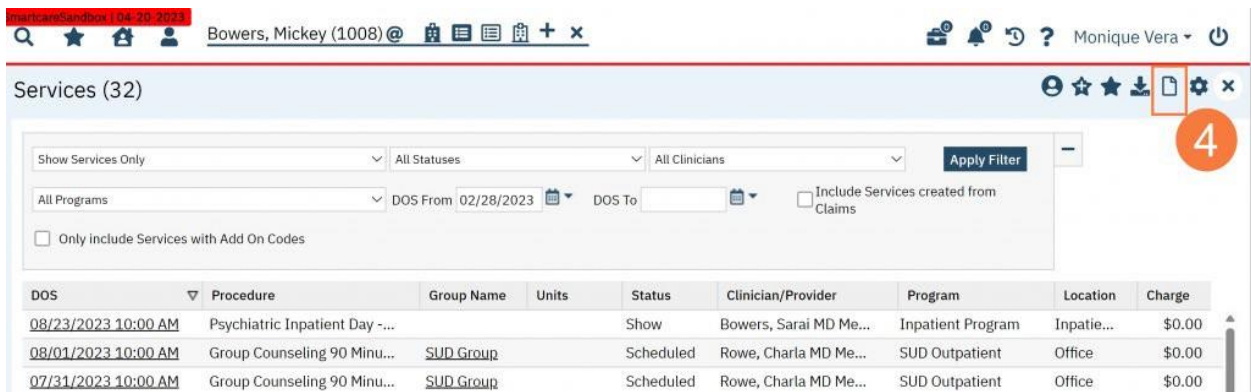
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# Service Entry

1. With a client open, **click the Search icon**.
2. **Type Services** into the search bar.
3. **Select Services (client)**.



4. **Click the New icon**. The Service Detail screen opens.



**Complete the Service Detail tab** with the required information:

5. **Click the Clinician Name field** and select the appropriate clinician. Note: this drives the program field and procedure field so it must be selected first.
6. **Click the Status field** and select the appropriate status.
7. **Click the Program field** and select the appropriate option.

8. Click the Procedure field and select the appropriate option.
9. Click the Location field and select the appropriate option.
10. Select the Start Date, it will default to today's date.
11. Click the Mode of Delivery field and select the appropriate option.
12. Enter a Face to Face Time.
13. Enter Travel Time.
14. Enter Documentation Time.

Service Detail Regenerate Charge

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**Service Detail** | Billing Diagnosis | Authorization(s)

**Service**

Client: Ellis, Tawny | Status: Scheduled | Start Date: 08/30/2023 | Program: MH Adult Outpatient

Procedure: Brief Emotional/Behavioral Assessment | Start Time: 12:00 AM | Face to Face Time: 30 Minutes

Clinician Name: Miller, Amie | End Date: 08/30/2023

Location: Community Mental Health Center | Attending

Client was present | Other Person(s) Present: | Cancel Reason: | Referring: |

Billable |  Do Not Complete | Charge: \$0.00 | Balance: | Rate ID: |

Mode Of Delivery: Face-to-face | Travel Time: | Minutes | Note: |

Documentation Time: 15 | Minutes |

Emergency Indicator: |  Override Charge Amount | Overridden By: |

Evidence Based Practices: |  Override Errors | Overridden By: |

Transportation Service: No |  Interpreter Services Needed

15. Click the Billing Diagnosis Tab.

Service Detail Regenerate Charge

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**Service Detail** | **Billing Diagnosis** | Authorization(s)

**Service**

Client: Ellis, Tawny | Status: Scheduled | Start Date: 08/30/2023 | Program: MH Adult Outpatient

Procedure: Brief Emotional/Behavioral Assessment | Start Time: 12:00 AM | Face to Face Time: 30 Minutes

Clinician Name: Miller, Amie | End Date: 08/30/2023

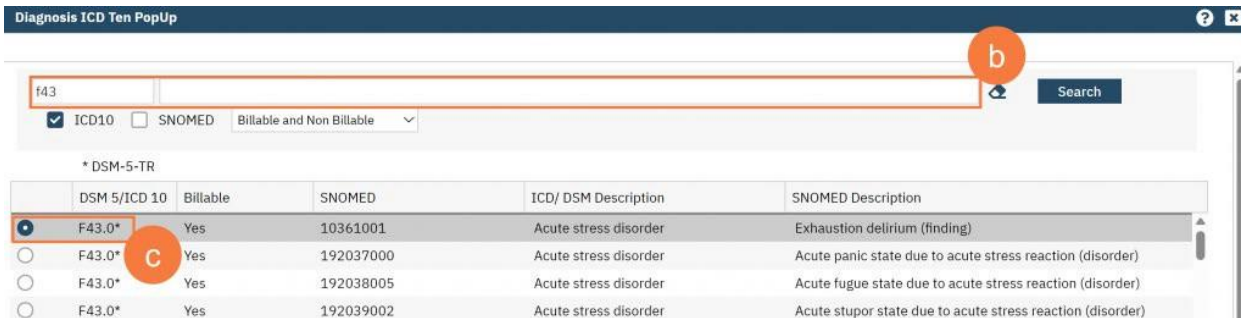
Location: Community Mental Health Center | Attending

Client was present | Other Person(s) Present: | Cancel Reason: | Referring: |

16. If the client already has current Diagnosis Document on file, it will already be selected in the Billing Diagnosis section.



- If you need to add a diagnosis, **click the blue ICD 10 button.**
- In the pop-up window, **enter the ICD code** in the appropriate field or **enter the description.**
- Click the appropriate radio button** to select the diagnosis.
- Click OK.**



17. If needed, **click the drop down** to re-order the diagnoses.

**Billing Diagnosis** Common Psych, Medical, and SDOH Diagnoses

ICD 10...

1	F32.0 - Major depressive disorder, Single episode, Mild
2	F43.0 - Acute stress disorder

[Re-Order Diagnosis](#) [Refresh Diagnosis](#)

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**18. Click Save.**

Service Detail

Regenerate Charge          **Save**

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**Service Detail** **Billing Diagnosis** Authorization(s)

**Billing Diagnosis** Common Psych, Medical, and SDOH Diagnoses

Medical >

1	F32.0 - Major depressive disorder, Single episode, Mild
2	F43.0 - Acute stress disorder

[Re-Order Diagnosis](#) [Refresh Diagnosis](#)

ICD 10...

## Add On Codes

In order for a procedure to be used as either a manual or automatic add-on code while recording services, it needs to be setup in the Procedure/Rates record via the Add-On Procedure Codes tab.

## Procedure Code Details

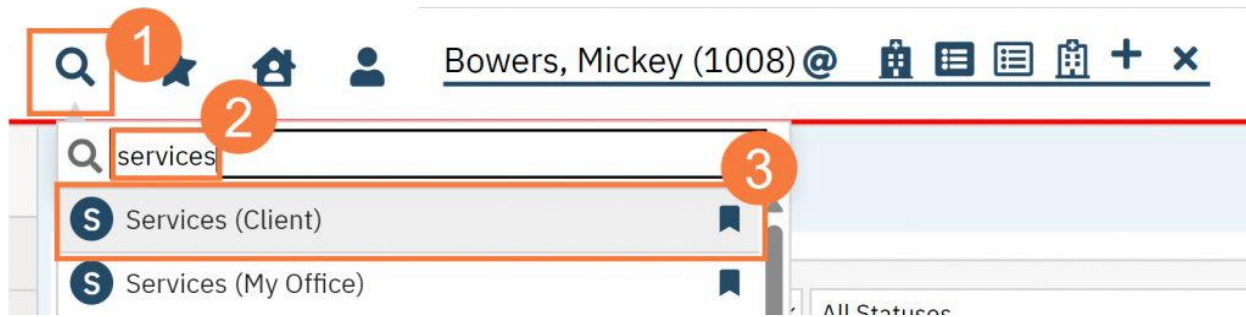
**General** **Rates/ Billing Codes** **Programs/ Credentials** **Add-On Procedure Codes**

**Add-On Procedure Codes**

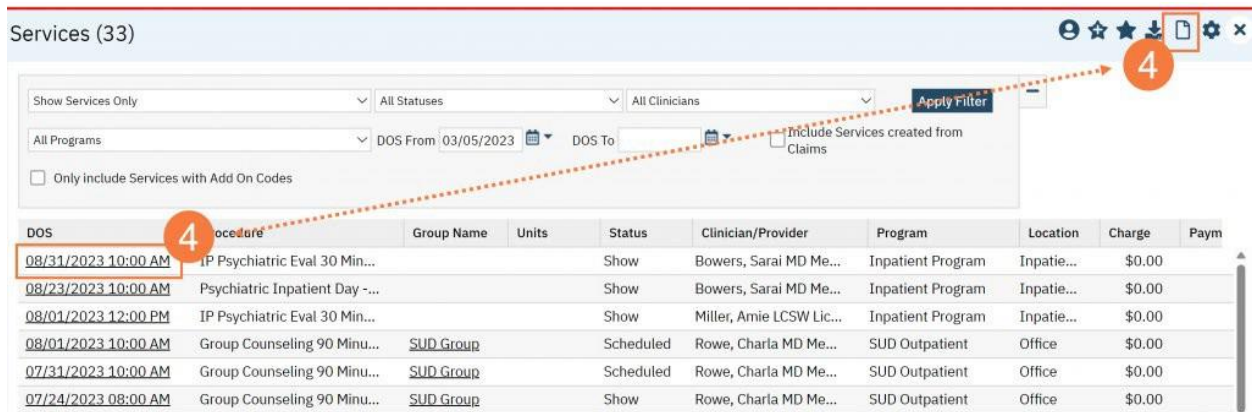
Show Only Selected Procedure Codes      Search:

<input checked="" type="checkbox"/>	Ancillary Service
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1. With the client open, click the Search icon.
2. Type Services into the Search bar.
3. Click to select Services (client).



4. Either select an existing service or start a new one by clicking on the New icon.



5. On the Service Detail screen fill out the required fields, including the primary procedure.

6. Once the primary procedure has been selected, the Add-On Codes tab will be displayed; select the tab.

7. Using the dropdown menu, choose the add-on code and then complete the Start Time and Duration fields

8. Click Add.

9. Click. Save

