



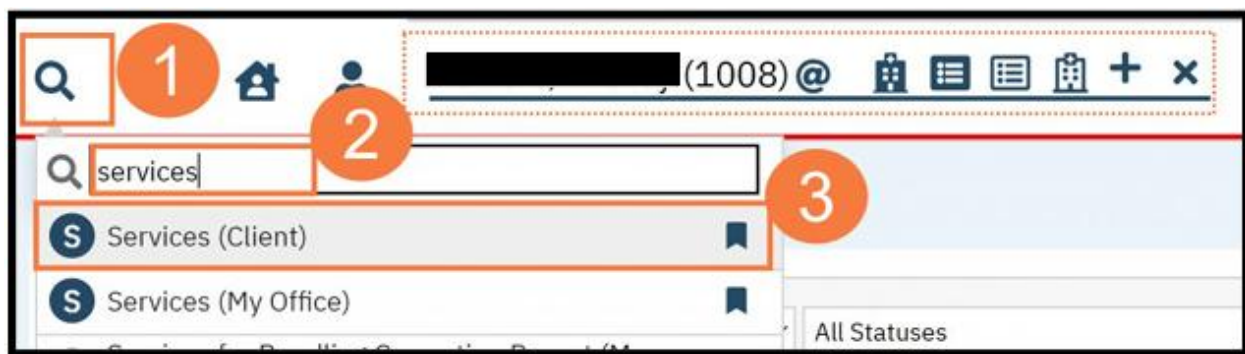
Clubhouse Day Rate Service Entry in SmartCare Without a Progress Note (Admin Service Entry) Workflow



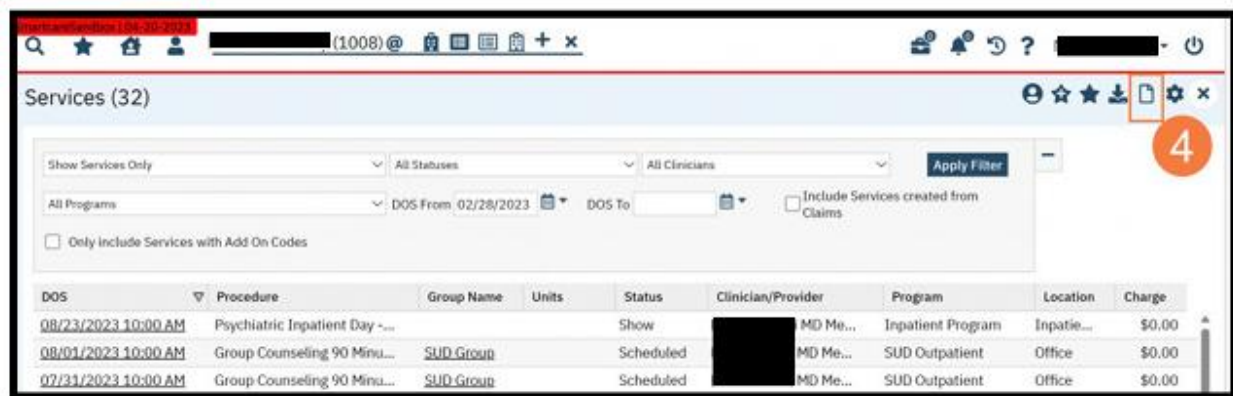
Service Entry

This workflow is for staff to enter a service provided by another staff or for entering a bundled Clubhouse Day service.

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 in steps 5-15 (screen shot below):

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 “Show”.

7. Click the Program field and select the appropriate option.

This is your program name

8. Click the Procedure field and select the appropriate option.

Procedure code: **Clubhouse Day**

9. Click the Location field and select the appropriate option.

Location: **Community Mental Health Center**

10. Select the Start Date, it will default to today’s date.

11. Click the Mode of Delivery field and select the appropriate option.

Mode of Delivery: **Face to Face**

12. Enter a Face to Face Time.

This is the **total time (hours) that client was present** at Clubhouse for services

Minimum required hours for reimbursement: 3 hours

Enter time accurately even if less than 3 hours

13. Enter Travel Time.

This will generally always be zero

14. Enter Documentation Time.

15. Enter Evidence Based Practices. Required for Mental Health programs.

Select: “Unknown Evidence-Based Practice/Service Strategy or leave “blank”

(SmartCare will default to “unknown evidence-based practice/service strategy”)



Service Detail

Regenerate Charge

Service Detail Billing Diagnosis Authorization(s)

Service

Client: [Redacted] Status: Show Start Date: 08/30/2023 Program: MH Adult Outpatient

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

Clinician Name: [Redacted] Location: Community Mental Health Center Attending Referring: [Redacted]

End Date: 08/30/2023

☒ Client present Other Person(s) Present: Cancel Reason: Charge: \$0.00 Balance: Rate ID:

☒ Billable ☐ Do Not Complete Mode Of Delivery: Face-to-face Travel Time: 15 Minutes Documentation Time: 15 Minutes

Emergency Indicator: Evidence Based Practices: Transportation Service: No

Note: [Redacted]

☐ Override Charge Amount Overridden By: ☐ Override Errors Overridden By: ☐ Interpreter Services Needed

16. Click the Billing Diagnosis Tab.

Service Detail

Regenerate Charge

Service Detail Billing Diagnosis Authorization(s)

Service

Client: [Redacted] Status: Scheduled Start Date: 08/30/2023 Program: MH Adult Outpatient

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

Clinician Name: [Redacted] Location: Community Mental Health Center Attending Referring: [Redacted]

End Date: 08/30/2023

☒ Client was present Other Person(s) Present: Cancel Reason: Charge: \$0.00 Balance: Rate ID:

17. If the client already has current Diagnosis Document on file, it will already be selected in the Billing Diagnosis section. **No additional action needed if current diagnosis on file and indicated on this tab.**



Service Detail

Regenerate Charge

Service Detail Billing Diagnosis Authorization(s)

Billing Diagnosis Common Psych, Medical, and SDOH Diagnoses

1 F32.0 - Major depressive disorder, Single episode, Mild

ICD 10...

Re-Order Diagnosis Refresh Diagnosis

a. If you need to add a diagnosis, click the blue ICD 10 button.

Service Detail Billing Diagnosis Authorization(s)

Billing Diagnosis Common Psych, Medical, and SDOH Diagnoses

1 F32.0 - Major depressive disorder, Single episode, Mild

2 F43.0 - Acute stress disorder

ICD 10...

Re-Order Diagnosis Refresh Diagnosis

b. In the pop-up window, enter the ICD code in the appropriate field or enter the description.

Recommend select **SDOH Z-codes Z55-Z65** if no diagnosis present, as Z-codes do not require licensed/registered clinician and can be used by any credential level.

c. Click the appropriate radio button to select the diagnosis.

d. Scroll down and Click OK.

Diagnosis ICD Ten PopUp

Search: f43 [b]

☒ ICD10 ☐ SNOMED

* DSM-5-TR

	DSM 5/ICD 10	Billable	SNOMED	ICD/ DSM Description	SNOMED Description
☒	F43.0*	Yes	10361001	Acute stress disorder	Exhaustion delirium (finding)
☐	F43.0*	Yes	192037000	Acute stress disorder	Acute panic state due to acute stress reaction (disorder)
☐	F43.0*	Yes	192038005	Acute stress disorder	Acute fugue state due to acute stress reaction (disorder)
☐	F43.0*	Yes	192039002	Acute stress disorder	Acute stupor state due to acute stress reaction (disorder)

[c]

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

Billing Diagnosis Common Psych, Medical, and SDOH Diagnoses

ICD 10...

18

1 F32.0 - Major depressive disorder, Single episode, Mild

2 F43.0 - Acute stress disorder

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

19. Click Save. Signature is not required for administratively entered services.

Service Detail

Regenerate Charge

Save [19]

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](#)



20. When you return to the **Services/Notes (Client)** list page, you will see the administratively entered service – there will not be a link to a progress note since this was not created during service entry.

Services/Notes (17)

All Clinician

All Statutes

All Procedures

Other

Apply Filter

Show Services and Care Mgmt Claims

Past 12 Months

From 07/30/2025

To

All Programs

☐ Include Services created from Claims
 ☐ Only include Services with Add On Codes

All Program Assignment

Auth	DOS	Status	Document	Group Name	Procedure	Clinician	Program	Comment	Add On Codes	Attachment(s)	Recurrence
	07/30/2026 10:04	Show			Clubhouse Day 3.00 Days		NAMI SD CASA DEL ...				
	05/14/2026 09:00	Pending	Progress Note		Psychosocial Rehab - In...		TELECARE VIDA AC...				
	05/05/2026 10:00	Show	Progress Note		Individual Therapy 45.0...		TELECARE VIDA AC...				

21. The Service will go through the nightly billing job and any service errors will be identified – it is recommended to run the **COSD Service Errors report** weekly to review and identify any service error that may have been identified during the nightly job and to correct these promptly so there is minimum delay in billing and reimbursement for services.

Instructions on running and reviewing the COSD Service Error Report:

Optum Webpage → SMH & DMC-ODS Health Plans → SmartCare Tab → Workflows & Documentation dropdown:

[Clearing COSD Service Error Report \(My Office\) rev 7.30.26.pdf](#)

This document will be stored on the Optum Webpage → SMH & DMC-ODS Health Plans → MH Resources tab → Clubhouse Services dropdown