

## Interactive Add-On

### Individual Client Services Maintenance

Enter the first service as you typically would and click Save. In the bottom container, adjust the Service to 785, select the Diagnoses, and click Save again.

Individual Client Services Maintenance (Delete Access)

Form # 10996812 Date 03/14/2023

Client 1, INTERACTIVE

Unit TRAINING UNIT 9900

SubUnit TRAINING SUBUNIT 9901

Server CLINICAL, STAFF 800001

Service

Defaults/Filter

Form # [x] [x]

Date [x] [x]

Client [x] [x]

Unit [x] [x]

SubUnit [x] [x]

Server [x] [x]

Service [x] [x]

Applied Defaults/Filter

Form # [x] [x] 10996812

Date [x] [x] 03/14/2023

Client [x] [x]

Unit [x] [x] (9900) TRAININ

SubUnit [x] [x] (9901) TRAININ

Server [x] [x] (800001) CLINIC

Clear

Apply

Editing Individual Service: 03/14/2023 - No Start Time - PSYCHOTHERAPY - INDIVIDUAL 30 - 1, INTERACTIVE

| Form #   | Client      | Unit        | SubUnit     | Server           | Service      | Date       | Start Time | Duration | U |
|----------|-------------|-------------|-------------|------------------|--------------|------------|------------|----------|---|
| 10996812 | INTERACTIVE | 9900 - TRAI | 9901 - TRAI | 800001 - CLINICA | 30 - PSYCHOT | 03/14/2023 |            | 0:24     |   |

Form # 10996812 Date 03/14/2023 Client 1, INTERACTIVE

Unit TRAINING UNIT 9900 SubUnit TRAINING SUBUNIT 9901

Loaded Assignment for Unit/SubUnit: 9900/9901

Treatment Team Supervisor

Server CLINICAL, STAFF 800001

Collateral Servers

Service INTERACTIVE ADD ON 785 Lab

S. Time T. Time D. Time Days/Part Quantity Fee 78.30

Person C Place A O. Fac

Contact F Appt 1 Billing

Intensity N

EBP/SS

Diagnoses

Payment Save Clear Delete Exit

You will then see both services displaying in the middle container.

Individual Client Services Maintenance (Delete Access)

Form # 10996812 Date 03/14/2023

Client 1, INTERACTIVE

Unit TRAINING UNIT 9900

SubUnit TRAINING SUBUNIT 9901

Server CLINICAL, STAFF 800001

Service

Defaults/Filter

Form # [x] [x]

Date [x] [x]

Client [x] [x]

Unit [x] [x]

SubUnit [x] [x]

Server [x] [x]

Service [x] [x]

Applied Defaults/Filter

Form # [x] [x] 10996812

Date [x] [x] 03/14/2023

Client [x] [x]

Unit [x] [x] (9900) TRAININ

SubUnit [x] [x] (9901) TRAININ

Server [x] [x] (800001) CLINIC

Clear

Apply

Adding Individual Service

| Form #   | Client      | Unit        | SubUnit     | Server           | Service       | Date       | Start Time | Duration | U |
|----------|-------------|-------------|-------------|------------------|---------------|------------|------------|----------|---|
| 10996812 | INTERACTIVE | 9900 - TRAI | 9901 - TRAI | 800001 - CLINICA | 785 - INTERAC | 03/14/2023 |            |          |   |
| 10996812 | INTERACTIVE | 9900 - TRAI | 9901 - TRAI | 800001 - CLINICA | 30 - PSYCHOT  | 03/14/2023 |            | 0:24     |   |

## Group Services Maintenance

Add the lead server and Save as you typically would. Then add the server a second time, but on this entry, check the box next to Interactive Complexity Add-On Service and enter Service 785.

Group Services Maintenance (Administrative Access)

Lead Server  
 Interactive Complexity Add-On Service

Server: CLINICAL, STAFF 800001  
Service: INTERACTIVE ADD ON 785  
Supervisor: 0

Service Start: 9:00 AM Duration: 1:00 Stop: 10:00 AM  
Travel Start: Duration: Stop:  
Doc. Start: Duration: Stop:

Save Clear Return Exit

In the left container, you will see the Employee ID listed twice, with a different service code in each row.

Group Services Maintenance (Administrative Access)

Form #: 10996815 Date: 03/15/2023 Start: 9:00 AM Duration: 1:00 Stop: 10:00 AM Build Group

| Server    |        |            | Client |             |       |       |
|-----------|--------|------------|--------|-------------|-------|-------|
| Emp ID... | Svc ID | Start Time | Case # | Client Name | Start | ID... |
| 800001    | 31     | 9:00 AM    |        |             |       | 0     |
| 800001    | 785    | 9:00 AM    |        |             |       |       |

Enter Server  Enter Client

Lead Servers Post Add Delete Edit Show Clear Find Exit

When entering each applicable client in the group, check the box next to Interactive Complexity.

The screenshot shows a software window titled "Group Services Maintenance (Administrative Access)". The form contains the following fields and values:

|                  |                  |      |            |
|------------------|------------------|------|------------|
| Form #           | 10996815         | Date | 03/15/2023 |
| Server           |                  |      |            |
| Supervisor       |                  |      |            |
| Client           | 1, INTERACTIVE   |      |            |
| Unit             | TRAINING UNIT    |      | 9900       |
| SubUnit          | TRAINING SUBUNIT |      | 9901       |
| Service          |                  |      |            |
| Lab              |                  |      |            |
| Provided To      | Client           |      | C          |
| Provided At      | Office           |      | A          |
| Outside Facility |                  |      |            |
| Contact Type     | Face to Face     |      | F          |
| Appointment Type | Scheduled        |      | 1          |
| Billing Type     | English          |      | 1          |
| Intensity Type   | NOT APPLICABLE   |      | N          |

Additional fields on the right side of the form:

- Valid Assignment:
- Start Time: 9:00 AM
- Duration: 1:00
- Stop Time: 10:00 AM
- Days:
- Quantity:
- Fee: 0.00
- EBP/SS:
- Diagnoses:
- Interactive Complexity:

Buttons at the bottom: Save, Clear, Delete, Return, Exit.

Post the service as you typically would.