NON-FACE-TO-FACE DOCUMENTATION GUIDELINES
UHealth Department of Pediatrics Guidelines    Updated 4/8/2020

OPPORTUNITY TO CAPTURE WORK BEING DONE

- Reviewing medical records
- Coordination of care with other providers
- Discussions with patient / family or other caregivers
- Literature review specifically related to a patient encounter
- Other time spent in NF2F work linked to enhancing patient care

TIME SPENT

- Document all NF2F work regardless of time spent
  - Note doesn’t have to be long or extensive to be captured in billing
  - DO document the info most important for continuity of patient care
- Time reported can be time of the Attending and/or APP
  - All providers document individual time spent
  - Does not include trainees
- Give yourself credit for the time you spend

< 31 MINUTES

- Date of Companion E&M: Not required if < 31 minutes *NEW

31+ MINUTES

- Date of Companion E&M is required to be documented
  - Can be inpatient or outpatient companion E&M
  - NF2F can be before or after companion E&M, but must be on a separate date of service
  - No global period for NF2F work
- No limit to number of times NF2F can be used with the same companion E&M
  - Only one NF2F documented per day
- Work by any provider in the same division is considered the “same provider” when documenting companion E&M

DOCUMENTATION REQUIREMENTS REGARDLESS OF TIME

Use the Non Face to Face Note Type and Non-Face-to-Face Prolonged Services Note Template [Documenting Non-Face-to-Face & Curbside Consults iCentra Tipsheet]

- Documentation requirements for coding / billing:
  - DATE of NF2F work
  - DATE of companion E&M: Not required if <31 minutes *NEW
  - ACTIVITIES performed:
    - Chart review (including lab work, studies, notes from other providers)
    - Coordination of care
    - Talking with family / patient, other caregivers
    - Literature Review
  - Medical NECESSITY
  - TIME Spent
  - Sign & Submit Note
- DO document the info most important to continuity of patient care

*Changes from CMS post COVID-19
Questions: Jason.Fox@hsc.utah.edu | Director Clinical Revenue Integrity