

## NorthCare Protocol for Filing Documents for the Autism Benefit FY14

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Standard naming and filing of the Autism clinical documents is essential to assure proper tracking and review of the implementation of the autism benefit. NorthCare Autism team and the Medical Records staff adopt the following standard naming and filing conventions for scanning documents into ELMER of the Autism Services listed below.

1. Autism Independent Evaluation (ADOS-ADIR); Billed as a H0031 – U5
  - 📁 Filed-- **Specialty Assessments→behavioral assessment→note section**-use the naming convention listed above Autism Independent Evaluation (ADOS-ADIR)
2. Autism Independent Psychological Assessment; Billed as a 96101 – U5,
  - 📁 Filed-- **Specialty Assessments→behavioral assessment→note section**-use the naming convention
3. Autism Annual Re-evaluation:
  - 📁 A psychological evaluation that consists of a Vineland II; Billed as 96101 - U5
  - 📁 A updated Behavior Assessment which will include a VB\_MAPP; Billed as H0031 –BA
  - 📁 Both filed --**Specialty Assessments→behavioral assessment→note section**-use the naming convention
4. Autism VB-MAPP Behavior Assessment; Billed as H0031 –BA
  - 📁 Note that this assessment is completed every 6 months. This should also have an attached graph that will need to be scanned in color with this document.
  - 📁 Filed-- **Specialty Assessments→behavioral assessment→note section**-use the naming convention
5. Autism Behavior Assessment: Any other behavior assessment used to develop treatment plans; Billed as a H0031 – BA
  - 📁 Filed --**Behavior Treatment Documents→note section**-use the naming convention
6. Autism Behavior Plans; Billed as H0032
  - 📁 Filed-- **Behavior Treatment Documents→note section**-use the naming convention