



**Board of Behavioral Sciences**  
 1625 North Market Blvd., Suite S200, Sacramento, CA 95834  
 Telephone: (916) 574-7830 TTY: (800) 326-2297  
[www.bbs.ca.gov](http://www.bbs.ca.gov)



**BILLING MONITOR VERIFICATION FORM**

Name of probationer (licensee): \_\_\_\_\_

Address where monitoring took place: \_\_\_\_\_

<b>Dates/Length of Time Monitoring Took Place</b>	<b>Number of Patients Seen by Licensee During the Period</b>	<b>Number of Files Reviewed by Monitor</b>	<b>COMMENTS</b> Is licensee continuing/discontinuing activities that led up to the discipline? Include any corrective plans suggested by you and the progress of such plans (use additional paper if necessary).

*I certify that the foregoing information is true and correct and that I completed the above report. I understand that if I discover inappropriate billing practices by the licensee, I must report this to the Board of Behavioral Sciences.*

\_\_\_\_\_  
**Monitor's Name (please print)**

\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Monitor's Signature**

\_\_\_\_\_  
**Date**

## BILLING MONITOR VERIFICATION FORM

### GENERAL INFORMATION

The monitor's role is to assist the Board in protecting the public. Equally important is the monitor's role in assisting the licensee, who may already be an experienced practitioner, to rehabilitate his/her skills by improving his/her techniques and by discontinuing the actions that led to the discipline.

As a billing monitor, you must:

- 1) Have access to the licensee's patient/billing records by ensuring that the licensee has informed each of his patients that you may be reviewing their records and that a release is in the file
- 2) Select, at random, the patient files/billing records to be reviewed
- 3) Review as many patient files/billing records as possible in the time allowed
- 4) Complete the quarterly reporting form and send it to the Board on a quarterly basis as indicated below
- 5) Notify the Board if you discover inappropriate billing practices by the licensee

By completing the monitoring form and turning it in on time, you greatly assist the Board in its efforts to ensure consumer safety, and benefit the licensee by complying with his or her probationary order. You should know that it is ultimately the licensee's responsibility to ensure that your reports are submitted timely.

<u>REPORTING PERIOD</u>	<u>DATE DUE AT BOARD</u>
January -- March	April 7
April -- June	July 7
July -- September	October 7
October -- December	January 7

Mail each quarterly report form to the Board no sooner than the last day of the reporting period. It must be received no later than the due date shown above. The first and final reports must be submitted by the due date even if it only covers a short period of the total quarter.

Your cooperation is sincerely appreciated. If you ever have any questions or need to report any concerns, please contact the Board's Probation Program at (916) 574-7849.