



Board of Behavioral Sciences
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BOARD PROBATIONER INFORMATION AND INSTRUCTIONS FOR MONITOR BILLING SYSTEM

Pursuant to the Disciplinary Guidelines adopted pursuant to [California Code of Regulations, Title 16, section 1888](#) and according to your Decision, you are required to obtain the services of an independent billing system monitor (a.k.a. "billing monitor") that is preapproved by the Board of Behavioral Sciences (Board). You are prohibited from providing services as a Board licensee EXCEPT while under the supervision of your Board-approved billing monitor. You must pay for the billing monitor's services as required by the billing monitor. **Failure to comply with all billing monitoring requirements, including cooperating with the billing monitor and/or paying for the billing monitor's services as required by the billing monitor, are violations of your probation terms and conditions.**

It is not necessary to explain to your clients that you are under mandatory billing system monitoring. However, upon Board approval of your proposed billing monitor and prior to continuing or commencing treatment with clients, you will be required to notify clients that you are receiving billing monitoring services and that such services will affect the confidentiality of their records. You must maintain records demonstrating that all of your clients have signed such notification and that they consent to the release of their confidential information to your Board-approved billing monitor. It is not acceptable to use a code system for billing monitoring purposes, and it is not acceptable to see any client who declines to consent to the release of their confidential information to the billing monitor.

If you and/or your billing monitor is/are unavailable for three (3) consecutive billing monitoring sessions, you must notify your assigned Probation Analyst IMMEDIATELY. In addition, if for any reason your Board-approved billing monitor is no longer available to perform monitoring services, you must notify your assigned Board Probation Analyst IMMEDIATELY.

Quarterly Reports

For the entire duration of your probation period, you must document your compliance with the billing monitoring process by attaching a separate sheet to your Quarterly Report describing what you have done during the quarter to maintain compliance.

It is your responsibility to ensure that the Board-approved billing monitor submits their Billing Monitor Quarterly Report form directly to the Board and by the same deadlines as your Quarterly Reports. **If your billing monitor fails to submit their Quarterly Report form to the Board as required, it is a violation of the terms and conditions of your probation.**

Complete the billing monitoring process according to the following steps. DO NOT proceed to a subsequent step until all requirements listed in each step are met.

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| Step 1: Find a Billing Monitor |
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1. Find one or more individuals who meet(s) **ALL** of the following requirements:
 - a. Holds a current, active and unrestricted California license to practice psychotherapy or psychological counseling.
 - b. Possesses a minimum of two (2) years of direct experience with the maintenance and performance of billing-related matters in their practice as a licensed professional clinical counselor, licensed marriage and family therapist, psychologist licensed pursuant to Chapter 6.6 (commencing with Business and Professions Code section 2900), licensed clinical social worker, licensed educational psychologist, or licensed physician and surgeon who is certified in psychiatry by the American Board of Psychiatry and Neurology;
 - c. Has no current or prior relationship with you, including but not limited to a financial, personal, professional, business, or therapeutic relationship;
 - d. Will not be the same person as your psychotherapist or psychiatrist during your Board probation period; and,
 - e. Has never been the subject of a disciplinary action¹ against their license.
2. Next, provide the billing monitor with all of the following:
 - A copy of the BOARD PROBATIONER INFORMATION AND INSTRUCTIONS FOR MONITOR BILLING SYSTEM document;
 - A copy of the INFORMATION AND INSTRUCTIONS FOR BILLING MONITOR document;
 - A copy of your Decision, including your Stipulated Settlement or Proposed Decision and Accusation or Statement of Issues; and,
 - A completed RELEASE OF INFORMATION – MONITOR BILLING SYSTEM form with your original signature.

¹ *Examples of disciplinary action include, but are not limited to, when a Board-issued license or registration is on probation, revoked, suspended, reprobved, censured, reprimanded, restricted, limited or conditioned.*

NOTE: Although it is not required, you may want to discuss payment arrangements in advance with the billing monitor, since you will be required to pay for the billing monitoring services as required by the billing monitor.

Step 2: Submit the Billing Monitor Proposal Packet

You must submit your billing monitor proposal packet to the Board by either of the following deadlines:

1. **For Board licensees**—Within 15 days of the effective date of your Decision; or,
2. **For Board associates**—Within 15 days of the issuance of your Board license.

This enables the Board to have adequate time to process your billing monitor proposal packet and, if your billing monitor proposal is approved, allows sufficient time for you begin billing monitoring services prior to your deadline [**within 15 days** of the Board's approval of your proposed billing monitor(s)].

Incomplete billing monitor proposal packets submitted to the Board will be denied.

Assemble **ALL** of the following documentation for your billing monitor proposal packet:

- 1. The **name(s) and curriculum vitae (CV)** of the proposed billing monitor(s) who meet(s) the criteria as listed in **Step 1: Find a Billing Monitor** section.
- 2. **A letter written by each proposed billing monitor**, signed under penalty of perjury, stating that the proposed billing monitor:
 - Has no current or prior relationship with you, including but not limited to a financial, personal, business, professional, or therapeutic relationship;
 - Will not be the same person as your psychotherapist or psychiatrist during your Board probation period;
 - Has never been the subject of a disciplinary action (*see Footnote 1*) against their license;
 - Has been given a copy of your Decision, including your Stipulated Settlement or Proposed Decision and Accusation or Statement of Issues;
 - Has read and understood the above-listed documents; and,
 - Is willing to conduct billing monitoring as required.
- 3. **A proposed billing monitoring plan written by each proposed billing monitor** that is consistent with the terms and conditions of your Decision and specifies details regarding how the billing monitoring would be performed by the proposed billing monitor (i.e., the frequency of monitoring sessions, when and how monitoring would occur, etc.).

- 4. A letter written by you**, signed under penalty of perjury, stating that:
 - You have no current or prior relationship with the proposed billing monitor(s) [specifying the name(s) of each proposed billing monitor(s) in your letter], including but not limited to a financial, personal, business, professional, or therapeutic relationship; and,
 - The proposed billing monitor(s) [specifying the name(s) of each proposed billing monitor(s)] will not be the same person as your psychotherapist or psychiatrist during your Board probation period.

- 5. A Notification to Clients and Release of Information** document (a.k.a. “Notification and Release”) written by you. **DO NOT** provide the Notification and Release to your clients until the Board approves it. Although it is not necessary to state in the Notification and Release that you are receiving mandatory billing monitoring services, it must state the following:
 - a. The name and license number of your billing monitor;
 - b. That you regularly consult with your billing monitor;
 - c. Consent for the release of the client’s confidential information to the billing monitor; and,
 - d. Designated space for client name (printed), client signature and date. **DO NOT** use a code system in this document - the client’s full name must be listed on this form.

- 6. A completed RELEASE OF INFORMATION – MONITOR BILLING SYSTEM** form with your original signature.

Next, within 15 days of the effective date of your Decision (for Board licensees) OR within 15 days of the issuance of your Board license (for Board associates), email #1 - #6 (listed above) **AS A SINGLE PACKET** to your assigned Board Probation Analyst OR to BBS.Probation@dca.ca.gov.

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| Step 3: Receive Board Notification |
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If your billing monitor proposal packet included **one** proposed billing monitor, the Board will send written notification to you regarding whether the proposed billing monitor is approved or denied.

If your billing monitor proposal packet included **more than one** proposed billing monitor **and** the Board approved more than one proposed billing monitor, you must do the following:

1. By the date specified in the Board’s written notification to you, determine which **one** of the approved billing monitors that you will proceed with for the billing monitoring services; **and**,
2. Immediately notify your assigned Board Probation Analyst (via email) of your determination.

If the proposed billing monitor(s) is/are **denied** by the Board, return to **Step 1: Find a Billing Monitor** (on Page 2).

Step 4: Prepare for Billing Monitoring Services

Immediately upon receipt of Board approval of the proposed billing monitor, do the following:

- 1. Obtain signed and dated Notification and Release** documents from all clients prior to continuing or commencing treatment.
- 2. Provide copies of signed Notification and Release forms to the billing monitor** prior to commencing billing monitoring services.
- 3. Begin meeting with your approved billing monitor** within 15 days of the Board's approval of the billing monitor.
- 4. Prior to your clients being billed for and/or paying for each service rendered by you and for the entire duration of your probation period, obtain documentation signed by each client** that specifies each of the following:
 - a. The date and time of each service rendered by you;
 - b. The type of service(s) you rendered; and,
 - c. The amount you charged for each service.

Your billing monitor is required to monitor and verify your compliance with the documentation requirements in #4a. - c. (listed above) accordingly.

PROBATIONER QUESTIONS

If you have any questions, contact your assigned Board Probation Analyst.