



**Board of Behavioral Sciences**  
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## INFORMATION AND INSTRUCTIONS FOR BILLING MONITOR

Pursuant to the [Disciplinary Guidelines](#) adopted pursuant to [California Code of Regulations, Title 16, section 1888](#) and pursuant to a Board of Behavioral Sciences (Board) Decision, a Board probationer (a.k.a. "probationer") has been ordered to obtain the services of an independent billing system monitor (a.k.a. "billing monitor") that is preapproved by the Board.

The billing monitor ensures, to the greatest extent possible, that the probationer is conducting billing processes in accordance with the probationer's Decision and all other applicable requirements. The probationer is required to pay for billing monitoring services as required by the billing monitor.

Billing monitoring is conducted by a licensee who possesses all of the following qualifications:

- 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 the probationer, including but not limited to a financial, personal, professional, business, or therapeutic relationship;
- d. Will not be the same person as the probationer's psychotherapist or psychiatrist during their Board probation period; and,
- e. Has never been the subject of a disciplinary action<sup>1</sup> against their license.

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

Prior to agreeing to provide billing monitoring services for a probationer, please carefully review all of the following documents provided to you by the probationer:

1. A copy of the probationer's Decision, including their Stipulated Settlement or Proposed Decision and Accusation or Statement of Issues. These documents outline the charges and the discipline imposed;
2. A copy of the INFORMATION AND INSTRUCTIONS FOR BILLING MONITOR document, which is provided to probationers prior to the effective date of their Decision;
3. A copy of the BOARD PROBATIONER INFORMATION AND INSTRUCTIONS FOR MONITOR BILLING SYSTEM document;
4. A copy of the BILLING MONITOR QUARTERLY REPORT document; and,
5. A RELEASE OF INFORMATION -- MONITOR BILLING SYSTEM form signed by the probationer.

The above listed documents provide an overview of the case and the Board's billing monitoring requirements.

## **REQUIRED DOCUMENTATION**

If you agree to provide billing monitoring services to the probationer as required, submit all of the following documentation to the probationer, who will then include them in their billing monitor proposal packet submitted to the Board for review and approval or denial:

- 1. The billing monitor's **name and curriculum vitae (CV)**.
- 2. A **letter written by the billing monitor**, signed under penalty of perjury, stating that the billing monitor:
  - Has no current or prior relationship with the probationer, including but not limited to a financial, personal, business, professional, or therapeutic relationship;
  - Will not be the same person as the probationer's psychotherapist or psychiatrist during the probationer's Board probation period;
  - Has never been the subject of a disciplinary action against their license;
  - Has been given a copy of the probationer's Decision, including their 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 billing monitoring plan written by the billing monitor** that is consistent with the terms and conditions of the probationer’s Decision and specifies details regarding how the billing monitoring would be performed by the billing monitor (i.e., the length, frequency, and schedule of monitoring sessions, methods of monitoring, etc.).

Upon the Board’s approval of the proposed billing monitor, the Board sends the approved billing monitor written notice.

<b>BILLING MONITOR RESPONSIBILITIES</b>
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The Board-approved billing monitor does all of the following:

1. Notifies the assigned Board Probation Analyst **immediately** via telephone or email if any of the following occur:
  - The billing monitor and/or probationer is/are unavailable for three (3) consecutive monitoring sessions;
  - The probationer fails to cooperate with the billing monitoring process and/or pay the cost of the billing monitoring as required by the billing monitor; or,
  - The billing monitor discovers that the probationer is engaging in inappropriate billing practices.

NOTE: If the assigned Board Probation Analyst is unavailable, the Board-approved billing monitor notifies the Board at [BBS.Probation@dca.ca.gov](mailto:BBS.Probation@dca.ca.gov).

2. Ensures that the probationer provides copies of signed Notification to Clients and Release of Information documents to the billing monitor for all existing clients prior to commencing billing monitoring services. [NOTE: The probationer must also provide copies of signed Notification to Clients and Release of Information documents to the billing monitor prior to commencing treatment with all future clients].
3. Begins billing monitoring sessions with the probationer within **15 days** of the Board’s approval of the billing monitor.
4. Performs billing monitoring services according to their Board-approved billing monitoring plan and as follows:
  - a. Ensures that their monitoring includes randomly selected client files and billing records.
  - b. Ensures that all client files and billing records reviewed have the following corresponding documentation:
    - i. A completed Notification to Clients and Release of Information document; and,

- ii. Documentation signed by the client prior to the client being billed for and/or paying for each service that delineates:
    - The date and time of each service rendered by the probationer;
    - The type of service(s) rendered by the probationer; and,
    - The amount that the probationer charged for each service.
  - c. Reviews as many client files and billing records as possible during each billing monitoring session.
5. Submits their Quarterly Reports to the Board as required in the BILLING MONITOR QUARTERLY REPORTS – REQUIREMENTS AND PROCESS section below.

**BILLING MONITOR QUARTERLY REPORTS – REQUIREMENTS AND PROCESS**

For the entire duration of the probationer’s probation period, the billing monitor submits the attached BILLING MONITOR QUARTERLY REPORT form (a.k.a., “Quarterly Report”) to the Board according to the following schedule:

<b>REPORTING PERIOD</b>	<b>DATE DUE AT BOARD</b>
<b>January 1 – March 31</b>	<b>April 10</b>
<b>April 1 – June 30</b>	<b>July 10</b>
<b>July 1 – September 30</b>	<b>October 10</b>
<b>October 1 – December 31</b>	<b>January 10</b>

Completed Quarterly Report forms and any required attachments must be emailed, postmarked (if mailed), or faxed to the Board **no earlier** than the end of the reporting periods and **no later** than the due dates listed above.

**FIRST AND FINAL QUARTERLY REPORTS**

If the billing monitor’s first and final quarterly reports cover only a portion of the quarterly reporting period, their Quarterly Report (with required attachments) is due to the Board by the above listed due dates.

## INSTRUCTIONS FOR SUBMISSION

The billing monitor completes the quarterly reporting process as follows:

1. Make a photocopy of the attached Quarterly Report form.
2. Complete the form as required.
3. Attach additional sheets if more space is needed or if further explanation is required.
4. Sign and date the form.
5. Attach all required documentation as specified on the Quarterly Report form.
6. Send the Quarterly Report form with attachments to the Board in **one** of the following ways:
  - Email to the assigned Board Probation Analyst OR
  - Mail to the attention of the assigned Board Probation Analyst at:

Board of Behavioral Sciences  
Attn: [INSERT NAME OF ASSIGNED PROBATION ANALYST]  
1625 N. Market Blvd., Ste. S200  
Sacramento, CA 95834

- Fax to the attention of the assigned Board Probation Analyst at (916) 574-8625.

**If the approved billing monitor fails to submit the BILLING MONITOR QUARTERLY REPORT form to the Board as required, then it is a violation of the probationer's terms and conditions of probation and may result in further disciplinary action against the probationer's license.**

## BILLING MONITOR QUESTIONS

If you have any questions prior to Board approval of the proposed billing monitor, contact the Board at [BBS.Probation@dca.ca.gov](mailto:BBS.Probation@dca.ca.gov). Should the Board approve you as the billing monitor, please contact the assigned Board Probation Analyst listed in the Board's written notification to you.