

**GUIDE ON HOW TO AUTOMATE THE SUBMISSION OF THE PARENTAL SIGN-OFF FORM (5862) TO YOUR OFFICE (AND TO BE PREPARED FOR AN AUDIT).**



**SPECIAL PATIENT MANAGER**  
ENTERPRISE SOFTWARE FOR  
BEHAVIORAL HEALTH SERVICE PROVIDERS

**Summary of Bill / Law**

This bill would require, on and after **July 1, 2012**, with specified exceptions, all providers of early intervention services purchased through a regional center and all vendors and contracted providers of services or supports for a consumer purchased through a regional center to submit all billings through the regional center e-billing system Internet Web application provided by the department. The bill would also require effective July 1, 2011, regional centers to begin transitioning vendors and contracted providers into the regional center e-billing system.

***This bill, beginning July 1, 2011, would require any vendor who provides specified services to submit prescribed verification <Form 5862> to the regional center for services provided to consumers who are under 18 years of age and residing in the family home, and would make related changes.***

To read more about the law, [click here](#).

As of 12/31/2011, neither the State of California nor the Regional Center has provided a means of submitting these forms electronically. Until this is provided, the general consensus of Vendors is to collect and file these forms for audit purposes (likely one copy in the Invoice History folder and one copy in the Consumer folder).

**How this is affecting your business**

1. You have therapists that spend over an hour per day driving back to the office to submit their hours and to hand in the parental sign-off forms. This is time that they could have spent in meeting with consumers (billable time).
2. The vendor is usually responsible for reimbursing the cost of gas in driving back and forth to the Vendor offices.
3. The time and money involved in making one or more copies of each of the 5862 forms and filing them in the Consumer's folder and the Invoice History file).

Special Patient Manager has resolved this problem by employing the technology integrated in a special pen manufactured by the company. The pen has several great functions, but the two purposes (outside of using it just as a pen) that our clients use it for is the a) audio recording of conversations (for clinical and administrative purposes), and for taking a picture of the completed Form 5862.

At the end of the day, when our client's Specialists are entering their time on the Special Patient Manager Employee Portal, they can also attach to that record the image of the Form 5862.

By virtue of the Form 5862 being electronic, the Special Patient Manager system allows you to retrieve the document from either the Invoice History screen, or the Consumer screen. This will make your auditors very pleased!

**What is this costing me?**

So, what is this technology worth to you? Let's look at the costs. If you have 10 specialists:

- Drive Time = Number of specialists x 1.5 hours (round trip) x \$100 (opportunity cost) = \$7,500 per week
- Gas = 30 miles round trip at .555 cents per mile (IRS) = \$ 833 per week

- Admin = 10-15 minutes for each Form covers receipt, and filing (but not paper)  
 At \$25 per hour (fully burdened) and 5 consumer visits per day =  
 (12.5 minutes x 5 forms x 10 employees)/60 \* \$25 x 5 days \$1,302 per week
- Total weekly costs is ..... \$ 9,635 per week  
 At 49 weeks, the total cost is ..... \$472,115 per year

It is truly amazing how much “profit leaking” can be stopped by the use of a simple tool (pen) and a solid enterprise application.

Click here for to see/download the pdf of Form 5862 <http://www.aiminsight.com/spm/spm-ds-5862/>

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