

	<b>Addictive and Mental Disorders Division</b>  Medicaid Services Provider Manual for Substance Use Disorder and Adult Mental Health
	<b>Date effective:</b> July 1, 2020  <b>Date revised:</b> July 1, 2020
<b>Policy Number:</b> 130	<b>Subject:</b> Progress Notes

The Medicaid provider of mental health and/or SUD services must complete progress notes for each member in accordance with *ARM 37.85.414 Maintenance of Records and Auditing*.

All progress notes and treatment records are individualized to the member. Progress notes should be legible and include basic information detailing diagnostic findings, member’s past and current status, and progress. Basic information contained in a progress note can include:

- (a) member’s name and other identifying information;
- (b) primary diagnosis;
- (c) service/program or CPT code provided during the service/session;
- (d) date of service;
- (e) time in and out or length of service for service that have a time requirement;
- (f) treating provider’s name with credentials; and
- (g) treating provider’s signature with date of note completion.