

Indirect Staff Activity Codes

DEFINITION: To record time spent on indirect staff activities for administrative unbillable time.

CPT CODES:

CPT Code	Contact Type	Attendance	Place of Service	Service Description	Purpose	Consumer
X8881	Unbillable Service	Staff Only	Office	Meeting	To record time for staff meetings, and a variety of non-consumer related administrative meetings.	#116826 Non-Billable, Non-Billable
X8882	Unbillable Service	Staff Only	Office	Supervision	To record time spent for individual and group supervision, including clinical.	#116826 Non-Billable, Non-Billable
X8884	Unbillable Service	Staff Only	Office	Lunch	To record time utilized for lunch.	#116826 Non-Billable, Non-Billable
X8885	Unbillable Service	Staff Only	Office	PTO – Non-Exempt	To record time for Paid Time Off (PTO) for non-exempt employees.	#116826 Non-Billable, Non-Billable
X8886	Unbillable Service	Staff Only	Office	PTO – Exempt	To record time for Paid Time Off (PTO) for exempt employees.	#116826 Non-Billable, Non-Billable
X8889	Unbillable Service	Staff Only	Office	Training	To record time spent during a variety of non-consumer related trainings.	#116826 Non-Billable, Non-Billable

USERS: Clinical Staff & Supervisors within the Clinical Care Division.

DOCUMENTATION: Recorded on a stand-alone Service Activity Log (SAL).

EXCLUSIONS: None currently.