

Documentation Timelines

Expectations for Timely Documentation

- ▶ Documentation must be **completed and signed** within the following timelines:
 - **Treatment notes:** 24 hours from the time of treatment
 - **Evaluations/ Recertifications:** 5 business days, with day one being the day of the evaluation
 - If **insurance authorization** is required, **recertification** should be completed **at least 4 weeks prior** to the new authorization **start date**.
 - **Co-signatures** due within 5 business days, with day one being the day of the service.