

Billing Travel Time and Mileage For Home & Community-Based Mental Health Services

Tap the forward and back buttons below to navigate through this brief tutorial that explores several scenarios for billing travel time and mileage.

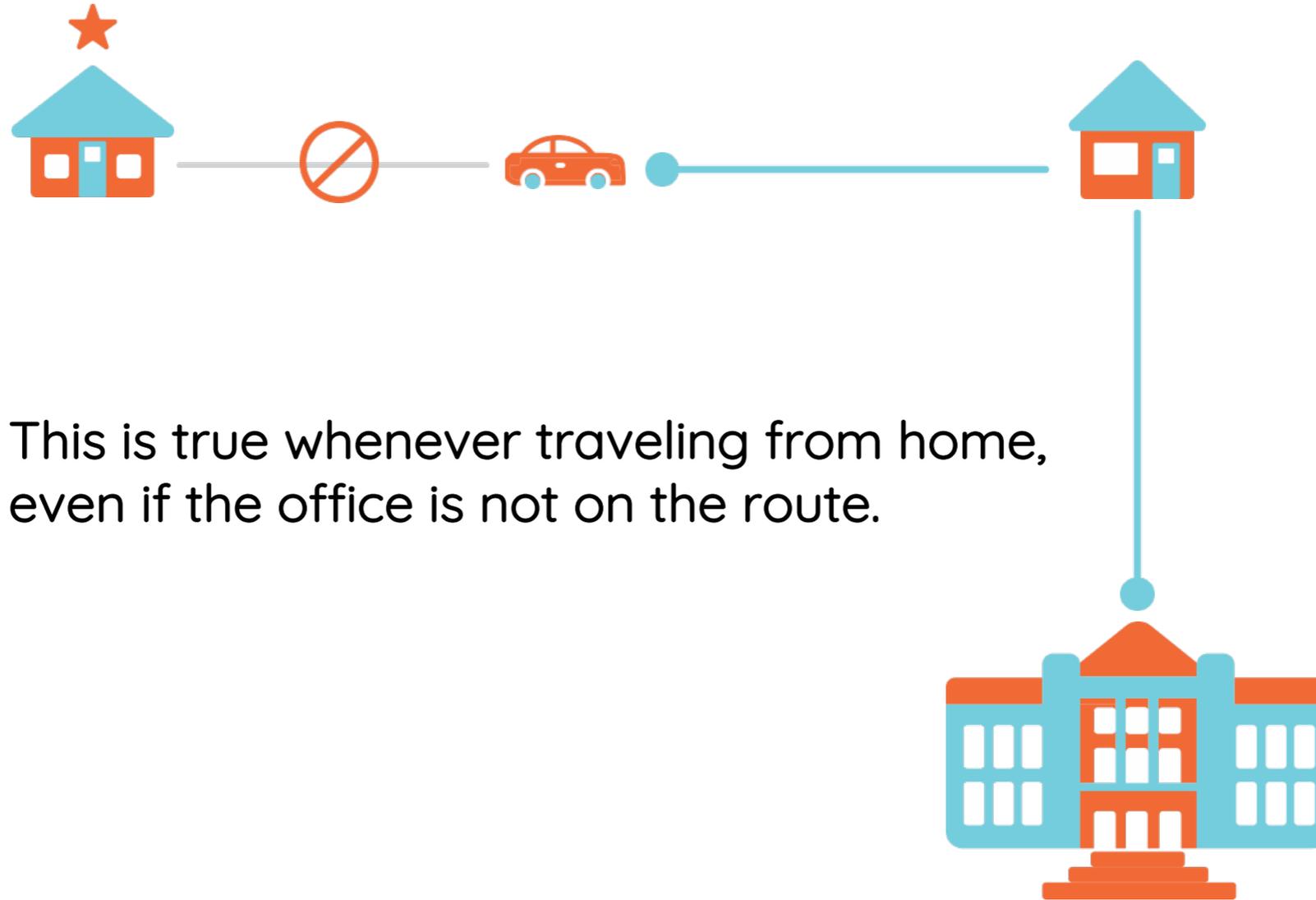


In this example, you leave from home and travel directly to see the first person of the day. Your primary office is closer to that person's home than your house is.

What portion of this trip is billable as travel?



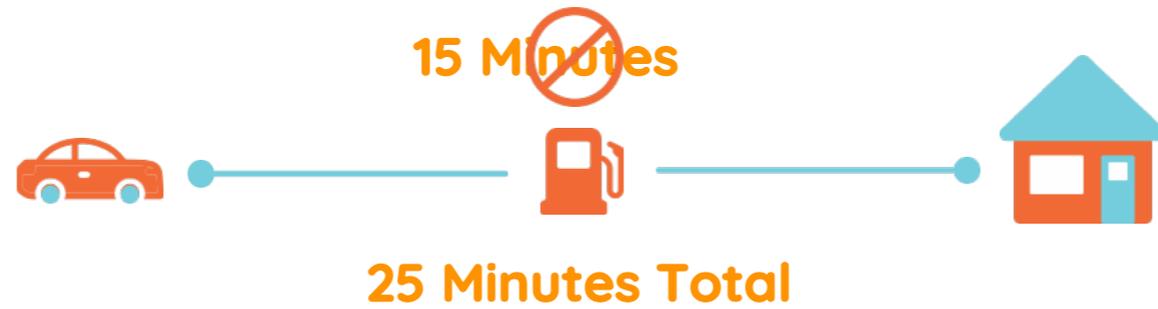
In this case you will estimate the shorter travel from the office to the individual's home.



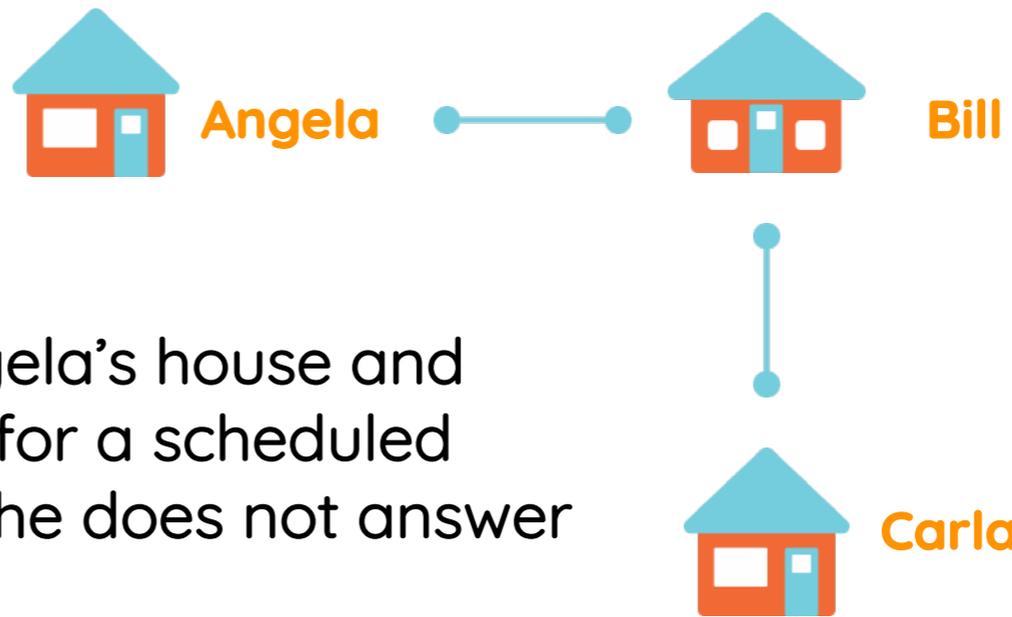
This is true whenever traveling from home, even if the office is not on the route.



In this example, you stop for gas on the the way. How do you bill for this travel?



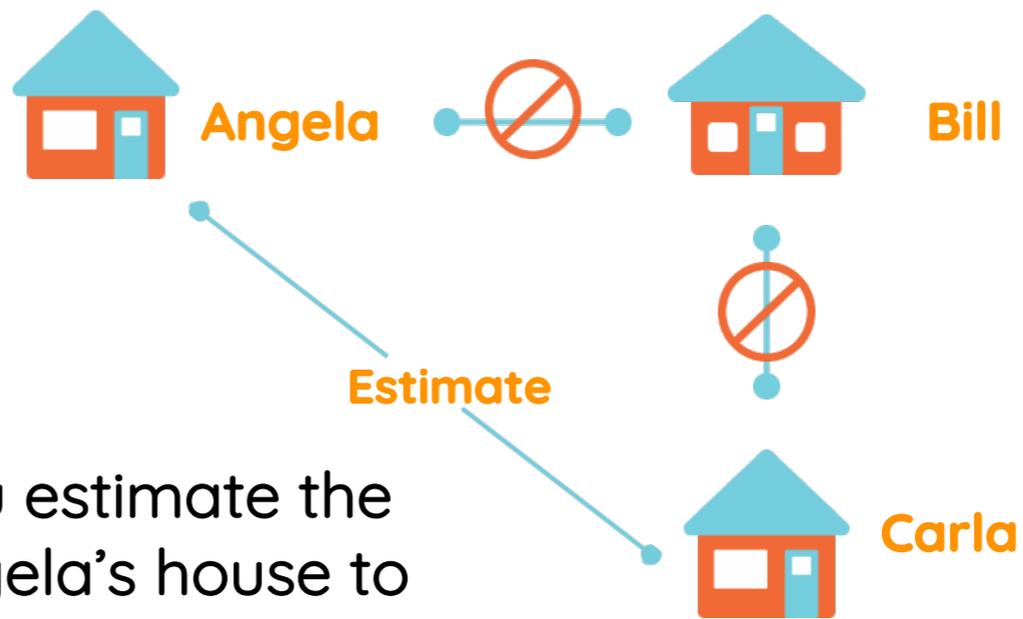
Here again, you will estimate the travel at 10 minutes. That stop-off is not billable time.



You leave Angela's house and travel to Bill's for a scheduled appointment. he does not answer the door.

You call Carla and ask if she'd like to meet early. She agrees, and you travel to her house.

How do you bill this travel?



In this case, you estimate the travel from Angela's house to Carla's, and bill that as travel to Carla.



Road construction
10 min delay



Total trip (with
delay) = 21 minutes



Carla Service
10:35am-11:25am

Returning from Carla's house to the office, you encounter road construction. What portion of this trip is billable?



Road construction
10 min delay



Total trip (with
delay) = 21 minutes



Carla Service
10:35am-11:25am

You may include traffic delays and detours in your . Bill the entire 21 minutes and explain the reason for such long travel in your location notes.

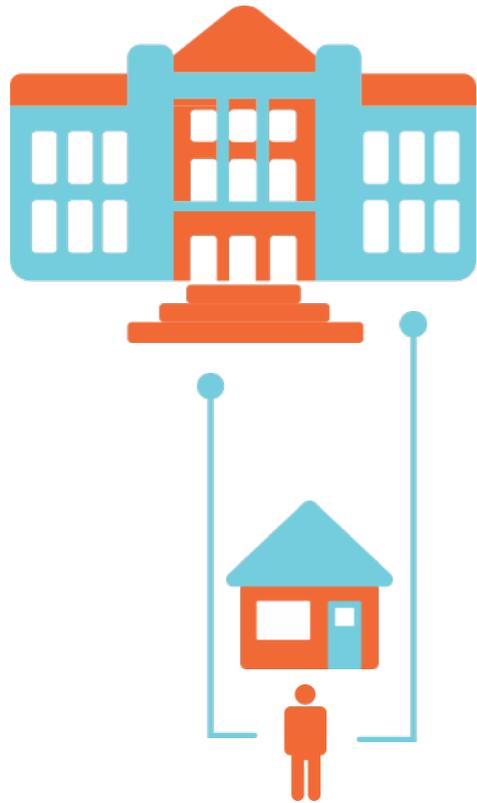


You leave the office to meet Dan, but he isn't there when you arrive. You go back to the office.

What travel is billable here?



No travel is billable here,
since there is no associated
service.



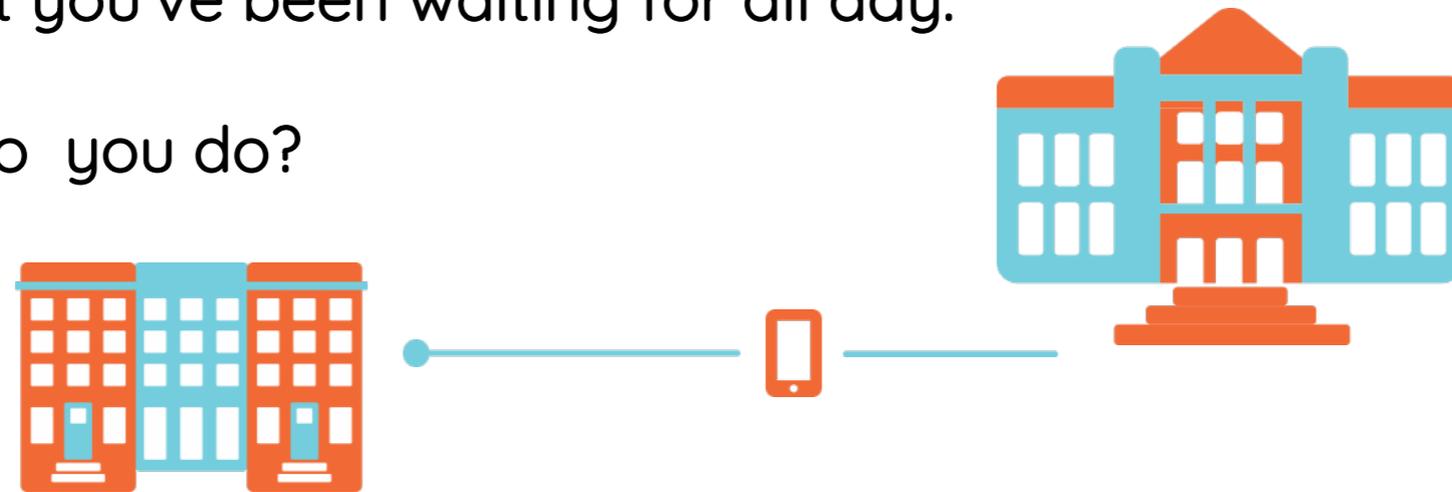
What if Dan was there and kept the appointment?



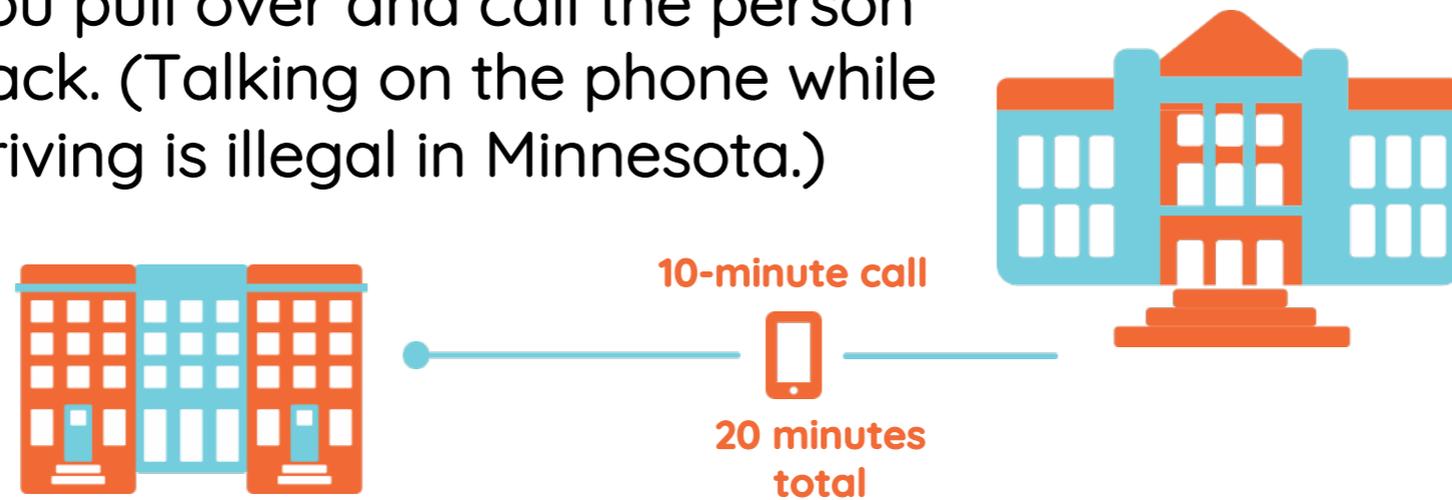
Since you returned to the office after the service, you can bill both **travel to** and **travel from** the service to Dan.

Enroute from the office to meet Fred at the county office, you get an important phone call that you've been waiting for all day.

What do you do?



Unless you have a hand's free bluetooth connection in your car you pull over and call the person back. (Talking on the phone while driving is illegal in Minnesota.)



Record the travel at 10 minutes, by excluding the time of the phone call.

You'll mark the location of service as "Other Community Location" and describe it in the Location Note.



You leave the office, see Fred, then go directly home. What travel is billable here?



You can bill travel from the office **to** Fred, and then bill the trip home as **travel from**.

This is only true if the trip home is shorter than traveling back to the office.

If it would have been closer to go back to the office, you'll estimate that time and distance.

**Thanks for completing this
brief tutorial!**

More questions about travel? Talk to your
trainer.