Top 10 Documentation Tips for Colorado Medicaid Doulas

1. Document Precise Timestamps

- Record exact start and end times for all services
- Break down lengthy visits into 15-minute increments
- Use consistent time format (preferably 24-hour clock)
- Set timers during labor to note events at specific intervals
- Remember that Colorado Health First Colorado reimburses in 15-minute units

2. Know Your Colorado-Specific Codes

- Use T1032 for prenatal and postpartum services (15-minute units)
- Use 59400 for labor and delivery support
- Document to validate the number of units billed
- Submit claims to Gainwell Technologies (Colorado's Fiscal Agent)
- Bill even if client is in a managed care plan

3. Be Specific and Objective

- Avoid vague terms like "client seemed fine" or "labor progressed normally"
- Include measurable details: "Client reported pain as 7/10"
- Document exact techniques: "Applied counter pressure to sacrum during contractions"
- Use client's own words in quotes when relevant
- Maintain compliance with Colorado regulations (10 CCR 2505-10 8.130.2)

4. Create Clear Assessment-Intervention-Response Patterns

- Document your assessment: "Client expressing anxiety about hospital procedures"
- Record your intervention: "Provided education on admission process with visual aids"
- Note client response: "Client demonstrated understanding by restating process"
- Document any follow-up: "Will review at next appointment on [date]"
- Include specific goals established with client

5. Maintain Complete Client Information

- Verify and document Health First Colorado eligibility
- Record Health First Colorado ID number accurately
- Update contact information at each visit
- Note primary care provider and other healthcare team members

- Document any language assistance or interpretation needs

6. Track Referrals and Community Resources

- Document local Denver/Colorado resources provided
- Note referrals to Colorado-specific programs
- Record follow-up on previous referrals
- Document coordination with Colorado healthcare providers
- Note any barriers to accessing local resources

7. Stay Current with Colorado Requirements

- Subscribe to Provider Bulletins from HCPF
- Attend monthly Doula Provider Meetings (3rd Wednesday)
- Review Doula Billing Manual updates regularly
- Contact HCPF_MaternalChildHealth@state.co.us with questions
- Participate in Colorado doula community networking

8. Document Educational Content Thoroughly

- List specific topics covered in each visit
- Note Colorado-specific resources shared
- Document client's understanding of material
- Record educational materials provided
- Include follow-up education planned

9. Complete Documentation Promptly

- Finalize notes within 24 hours of service
- Use mobile apps for real-time documentation when possible
- Review for accuracy before submission
- Maintain backup copies of all documentation
- Establish consistent documentation workflow

10. Conduct Regular Self-Audits

- Review documentation monthly for compliance
- Check for consistent time tracking across all visits
- Verify all required elements are included
- Compare documentation to billing records
- Track any denied claims and identify patterns

For questions about Colorado Health First Colorado doula documentation requirements, contact HCPF_MaternalChildHealth@state.co.us or visit https://hcpf.colorado.gov/doula-manual