

Answers to Questions Regarding Billing Guidelines

Since the AOC posted the billing guidelines that will apply to activity on appointed cases performed after October 1, the office has received some inquiries asking for further details. Here are responses to the questions and comments received so far:

Do these guidelines apply to services I have already performed, but not yet entered into ICE or submitted a claim?

NO. THE GUIDELINES DO NOT APPLY RETROACTIVELY TO ANY TASKS ALREADY PERFORMED PRIOR TO OCTOBER 1.

Is it permissible to bill for any additional time required to provide the level of detail required by the guidelines?

NO. BILLING FOR FEE PREPARATION HAS NEVER BEEN ALLOWED BY SUPREME COURT 13. ALSO, SPECIFICITY HAS ALWAYS BEEN REQUIRED.

I round all time up, so I'm going to end up billing the AOC for more time than I used to because more individual activities will get rounded higher.

YOU SHOULD NOT ALWAYS BE ROUNDING UP THE TIME SPENT ON ACTIVITIES THAT FALL IN BETWEEN BILLING INCREMENTS. THERE ARE 6 BILLING INCREMENTS IN AN HOUR. ROUNDING EVERY ONE OF THE OTHER 54 INCREMENTS UPWARDS WILL RESULT IN BILLING FOR AN INACCURATE AMOUNT OF TIME. HERE ARE 2 DIFFERENT CHARTS SHOWING HOW ROUNDING SHOULD BE DONE SO THAT MORE ACCURATE TIME RECORDS ARE PRODUCED:

CALCULATION OF HOURS IN TENTHS

6 Minutes			12 Minutes			18 Minutes			24 Minutes			30 Minutes																			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
0.1						0.2						0.3						0.4						0.5							

36 Minutes			42 Minutes			48 Minutes			54 Minutes			60 Minutes																	
33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62
0.6						0.7						0.8						0.9						1					

6 Minutes = .1	(Up to 8 Minutes)
12 Minutes = .2	(9-14 Minutes)
18 Minutes = .3	(15-20 Minutes)
24 Minutes = .4	(21-26 Minutes)
30 Minutes = .5	(27-32 Minutes)
36 Minutes = .6	(33-38 Minutes)
42 Minutes = .7	(39-44 Minutes)
48 Minutes = .8	(45-50 Minutes)
54 Minutes = .9	(51-56 Minutes)
60 Minutes = 1.0	(60-62 Minutes)