



## IOWA ROUNDING RULES GUIDANCE

For all services with a 15-minute unit of service, the following rounding process will apply:

1. Add together the minutes spent on all billable activities during a calendar day for a daily total.
2. For each day, divide the total minutes spent on billable activities by 15 to determine the number of full 15-minute units for that day.
3. Round the remainder using these guidelines:
  - a. Round 1 to 7 minutes down to zero units
  - b. Round 8 to 14 minutes up to one unit
4. Add together the number of full units and the number of rounded units to determine the total number of units to bill for that day.

1 minute - 7 minutes = 0 Units  
8 minutes - 14 minutes = 1 Unit





