

Crisis Provider Note Changes

Within the next week or two, some minor changes to the data entry screens on Provider Notes will be installed. For the most part the changes are simply to make the screens more user-friendly. The only true procedural change is that each note will now require a Start and End Time and a Location be entered. This is what will determine Medicaid vs. Non-Medicaid time for billing purposes.

Revised Data Entry Screen for Provider Notes:

Date of Contact: (mm/dd/yyyy)

Recipient: Helga Anderson

Contact Start Time: (hh:mm am/pm)

Contact End Time: (hh:mm am/pm)

Contact Location:

Service Type: Multiple Types Permitted

- Crisis Stabilization
- Crisis Supervision
- Collateral Contact
- Enrollee Contact
- Meetings
- No Show
- Recordkeeping
- Travel

Contact Time 0 hrs * Enter numbers and decimal points; no text.

Travel Time ** Use the minutes to hours conversion below.

Documentation Time

Total Hours 0.0 hrs

1-8 m = 0.1 h	31-38 m = 0.6 h
7-12 m = 0.2 h	37-42 m = 0.7 h
13-18 m = 0.3 h	43-48 m = 0.8 h
19-24 m = 0.4 h	49-54 m = 0.9 h
25-30 m = 0.5 h	55-60 m = 1.0 h

PROVIDER NOTE TEXT

Changes on Note Entry:

- 1) Contact Start and End Times will be required unless it is a no-show.
 - a. For No-Shows, you can leave both fields blank.
- 2) Start and End Times will automatically calculate Contact Time.
- 3) Contact Location is a new, required field.
- 4) You will be separating out Travel Time and Documentation Time.

Revised Text on Action Buttons:

The "Finalize" button has been re-labeled "Sign Note," since that's what you're really doing.

Provider Notes

Confirmation Prompt when Signing Notes

Also, every time you sign a note, a message prompt confirming that you are signing the note will appear. Simply press "OK" if you are truly ready to sign the note. If you pressed the "Sign Note" button in error, however, you now have the ability to cancel your entry.

NOTE:
Both workers and supervisors will see this confirmation message

Minor Redesign of Main Screen

We've redesigned the main screen slightly. All of the action options (signing notes and linking and unlinking notes from SAR lines) are now on the left-hand side.

SAR Link				Billing Status
Sign	Add	Del	Note Information	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4/2/2010 - Jane Doe (Approved): testing	Unmatched
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4/1/2010 - Jane Doe (Approved): alsdfj	Matched, Not Billed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3/9/2010 - Jane Doe (Approved): adf	Matched, Billed