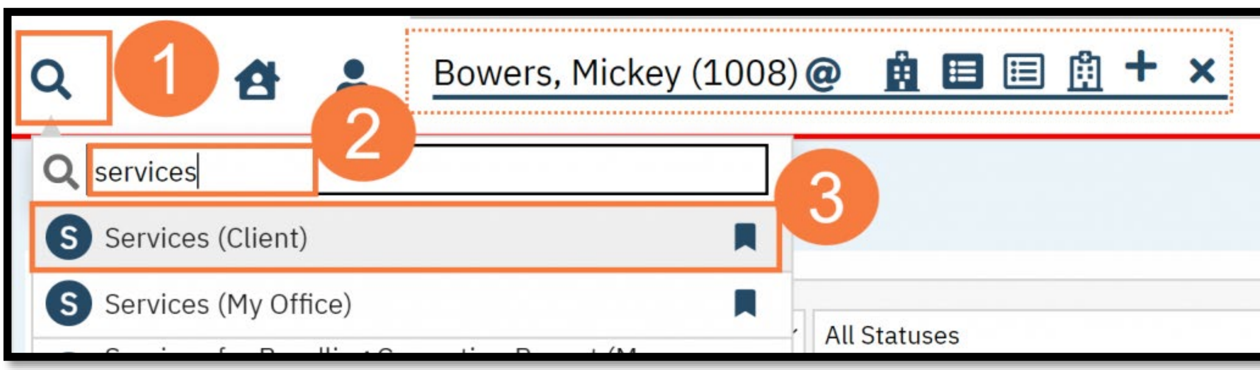
SmartCare Service Entry Without a Progress Note (Admin Service Entry) Guide

Contents

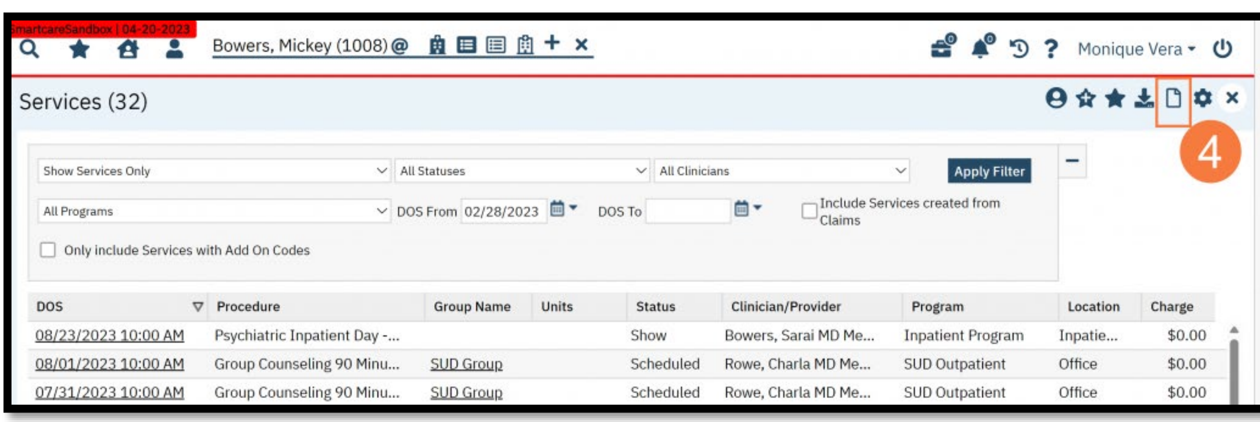
Service Entry

This workflow is for staff to enter a service provided by another staff.

1. With a client open, **click the Search icon**.
2. **Type Services** into the search bar.
3. **Select Services (client)**.



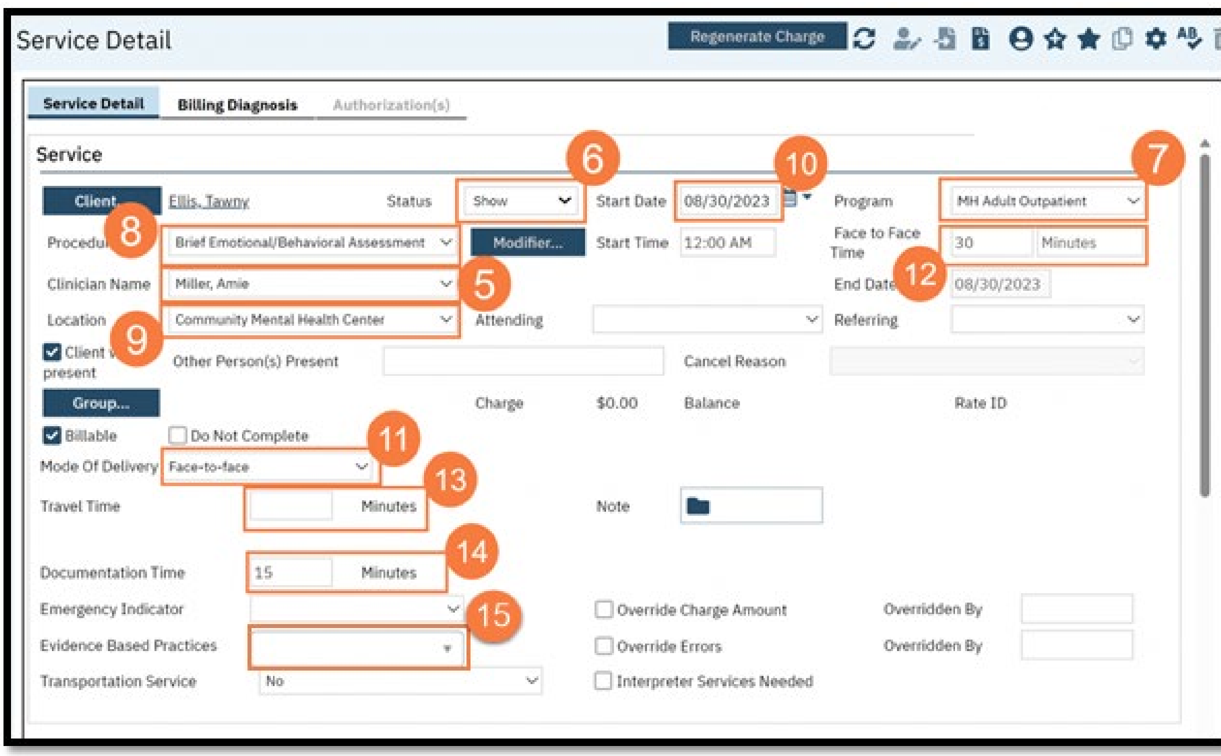
4. **Click the New icon**. The Service Detail screen opens.



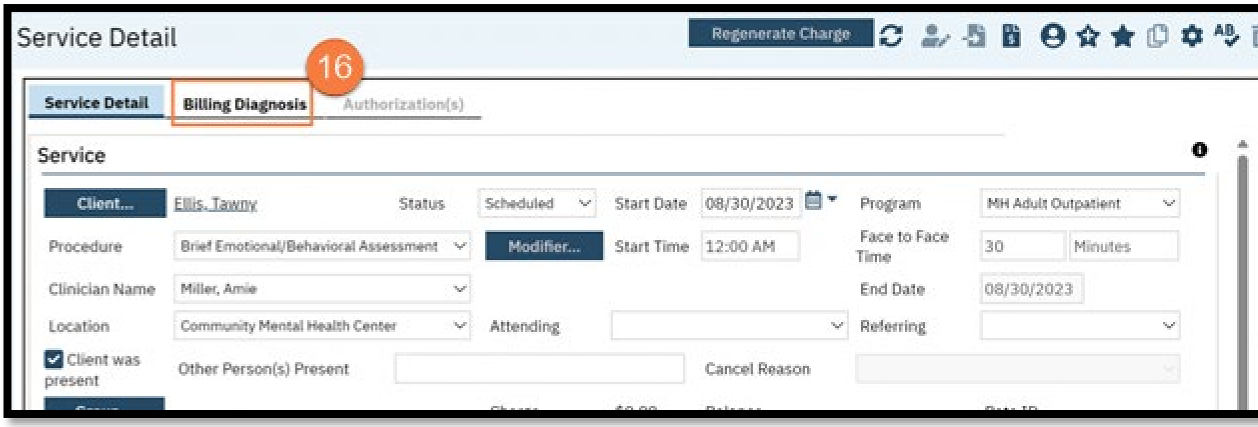
Complete the Service Detail tab with the required information:

5. **Click the Clinician Name field** and select the appropriate clinician. Note: this drives the program field and procedure field so it must be selected first.

6. **Click the Status field** and select "**Show**".
7. **Click the Program field** and select the appropriate option.
8. **Click the Procedure field** and select the appropriate option.
9. **Click the Location field** and select the appropriate option.
10. **Select the Start Date,** it will default to today's date.
11. **Click the Mode of Delivery field** and select the appropriate option.
12. **Enter a Face to Face Time**.
13. **Enter Travel Time**.
14. **Enter Documentation Time.**
15. **Enter Evidence Based Practices.** Required for Mental Health programs, not required for SUD programs.



16. Click the Billing Diagnosis Tab.



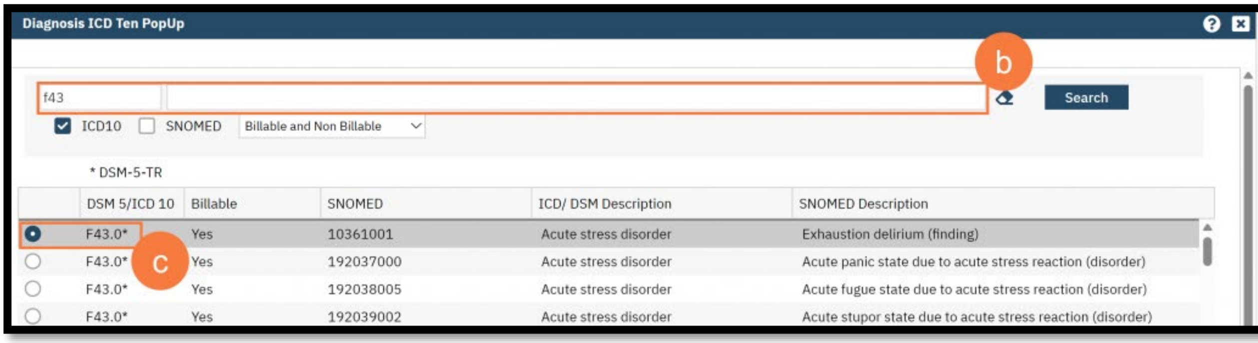
17. If the client already has current Diagnosis Document on file, it will already be selected in the Billing Diagnosis section.

a. If you need to add a diagnosis, **click the blue ICD 10 button**.

b. In the pop-up window, **enter the ICD code** in the appropriate field or **enter the description.**

c. **Click the appropriate radio button** to select the diagnosis.

d. **Scroll down and Click OK.**

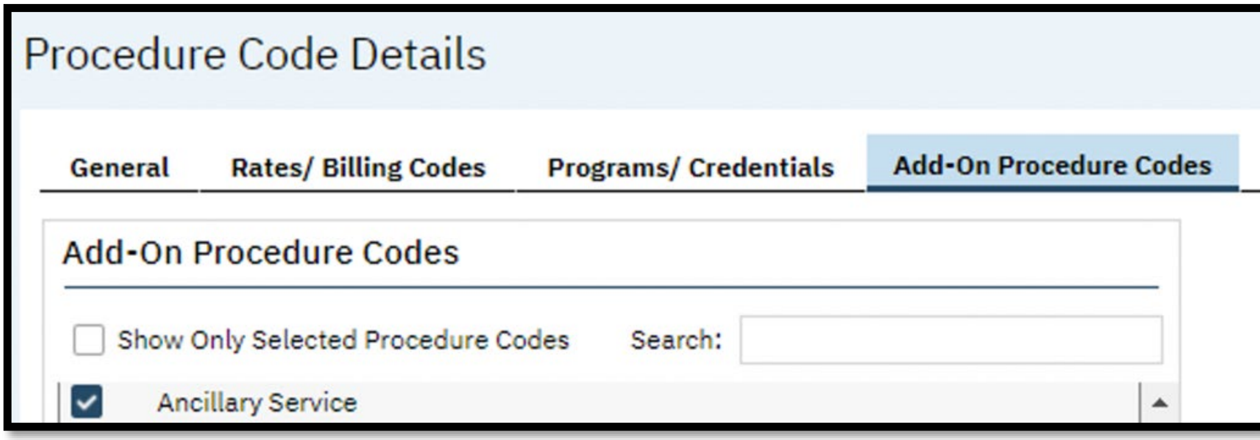


18. If needed, **click the drop down** to re-order the diagnoses.

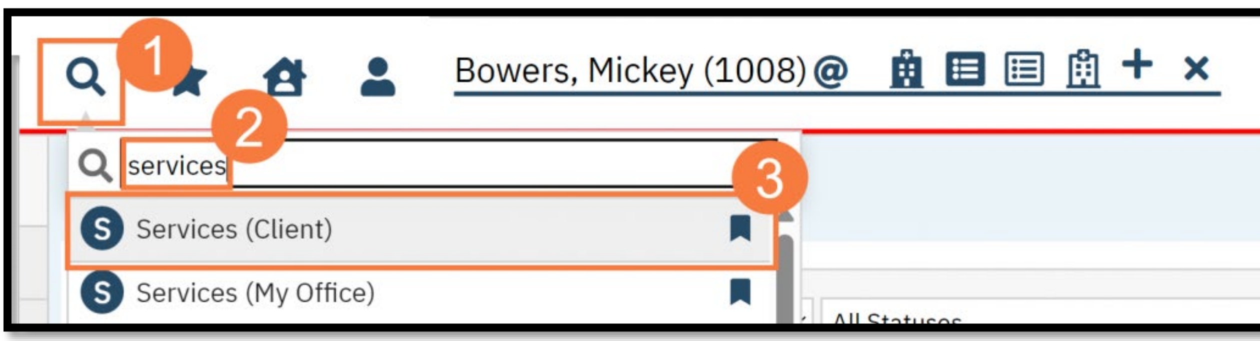
19. **Click Save.**

Add On Codes

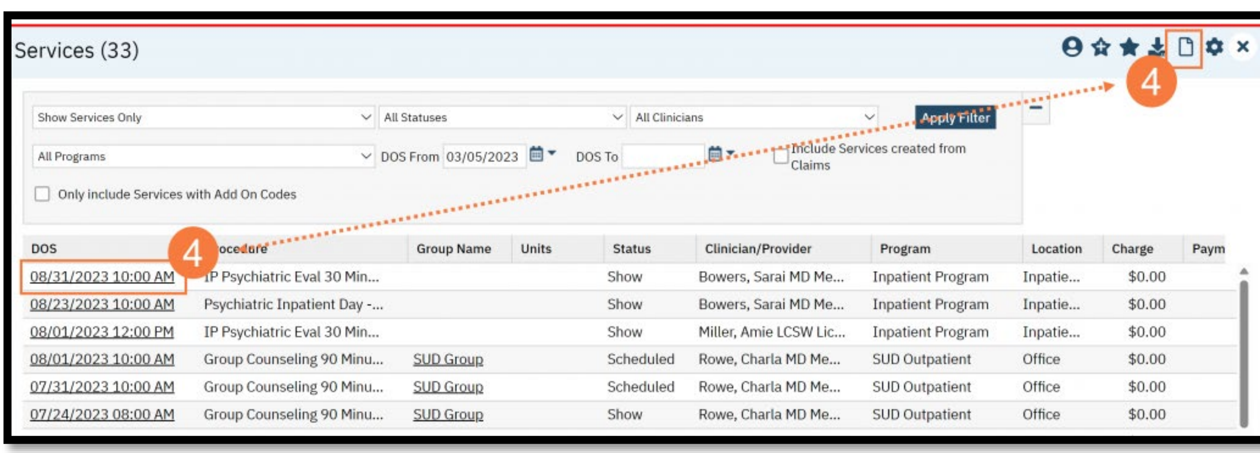
In order for a procedure to be used as either a manual or automatic add-on code while recording services, it needs to be setup in the Procedure/Rates record via the Add-On Procedure Codes tab.



1. With the client open, click the Search icon.
2. Type Services into the Search bar.
3. Click to select Services (client).



4. Either select an existing service or start a new one by clicking om the New icon.



5. On the Service Detail screen fill out the required fields, including the primary procedure.

6. Once the primary procedure has been selected, the Add-On Codes tab will be displayed; select the tab.
7. Using the dropdown menu, choose the add-on code and then complete the Start Time and Duration fields
8. Click Add.
9. Click. Save