

SanWITS Encounter Form Instructions

REQUIRED FORM:

The Encounter Form is a required document in the client's file and is needed before an Encounter can be released to Billing.

WHEN:

An Encounter will be created each time the client receives treatment services.

COMPLETED BY:

Authorized agency representative.

REQUIRED ELEMENTS:

- For instructions on each specific field, refer to CalOMS Data Collection Guide/CalOMS Treatment Data Dictionary.

NOTE:

The County only requires Behavioral Health Services contracted client services to be documented with Encounters. Data entry for Encounters should be completed on a daily basis.

Before an Encounter can be created, the Program Enrollment screen must be completed.

Program Name field information is pre-populated from the Program Enrollment screen. Only the Program added in Program Enrollment will be listed.

Service field drop-down menu values are linked to the Program Name added in the Program Enrollment.

The "Diagnosis for this Service" box contains the principal diagnosis information pre-populated from the Admission Diagnosis screen. This information cannot be edited from the Encounter screen. If you don't have a principal diagnosis, you won't be able to release Encounters.

For Billable Encounters the Administrative Action available will be Release to Billing. For Non-Billable Encounters the Administrative Action available will be Finalize Encounter.