



Division of Public and Behavioral Health Policy

Control #	Rev.	Type	Title	Effective Date	Page
			Attending Practitioner	2015-02-02	1 of 2

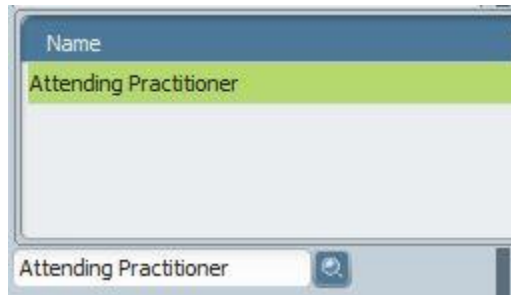
1.0 Policy

It is the Policy of the Division of Public and Behavioral Health (DPBH), Substance Abuse, Prevention, and Treatment Agency (SAPTA) that all providers, in accordance with 505 (a) of the Public Health Service Act (42 US code 290aa-4) which directs the Administrator of the Substance Abuse and Mental Health Services Administration (SAMHSA), to collect items including admission and discharge data.

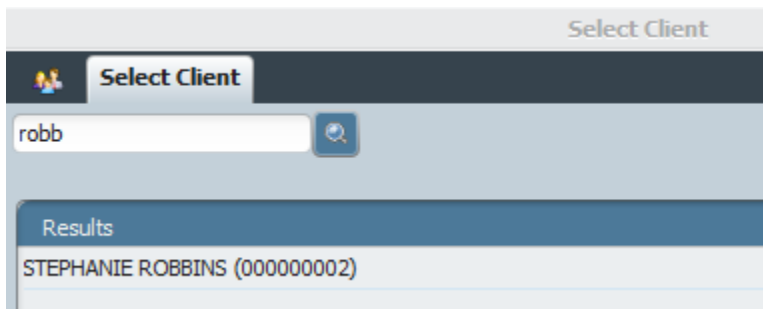
Providers need to assign an attending practitioner at the time of admission.

2.0 Procedure

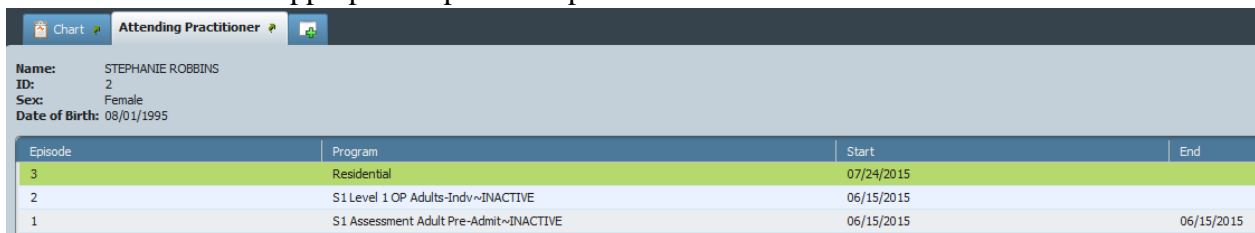
1. In the Search Forms field, type Attending Practitioner and double-click the Attending Practitioner that is highlighted in green.



2. The Search Client window will pop-up.
 - a. Search by Client ID # or Last Name.
 - b. Double-click on client name.



3. If the client has more than one episode, you will be taken to the Client's episodes screen.
 - a. Double-click the appropriate episode to proceed.



4. If there is currently a practitioner assigned to the client for that episode, this window will appear.

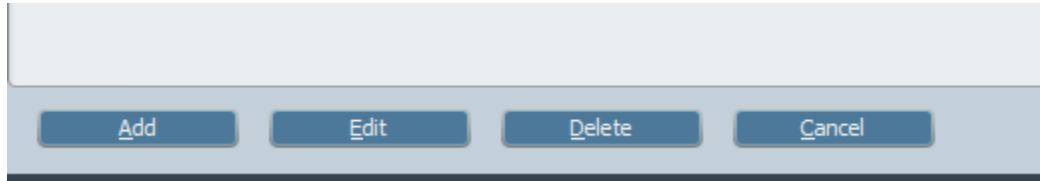


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Control #	Rev.	Type	Title	Effective Date	Page
			Attending Practitioner	2015-02-02	2 of 2

Date Of Assignment	Time Of Assignment	Attending Practitioner	Practitioner Type	Date Of Entry
07/24/2015	09:02 AM	000014		07/24/2015

5. To add a new practitioner, click Add at the bottom of the screen.



6. The Attending Practitioner screen will open.
7. Enter the Date of Assignment.
a. T for today
b. Y or yesterday
c. Manually enter date

The screenshot shows the 'Attending Practitioner' form. On the left is a sidebar with a 'Submit' button and several icons. The main form area contains the following fields:

- Date Of Assignment:** 07/30/2015, with 'T' and 'Y' buttons.
- Time Of Assignment:** 12:14 PM, with a 'Current' button.
- Attending Practitioner:** Text input field containing 'kendra furlong (000026)'. There is a search icon to the right.
- Practitioner Type:** A dropdown menu currently showing 'CADC-Intern'.

8. Enter the Time of Assignment.
a. Click Current for current time.
9. Search by Last Name for Attending Practitioner.
10. Choose from the Practitioner Type drop-down.
11. Click Submit to save data.

