



Division of Public and Behavioral Health Policy

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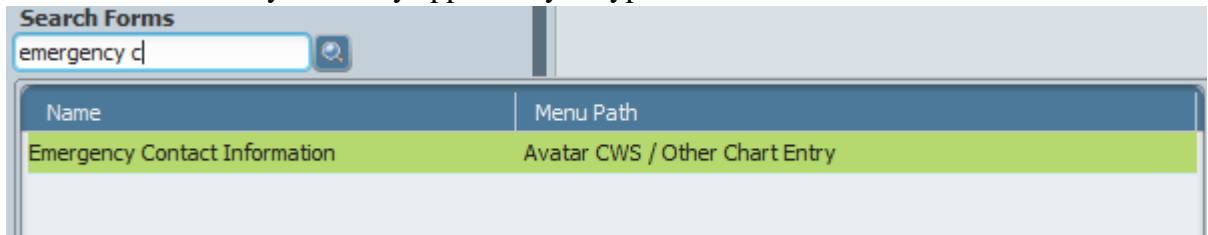
1.0 Policy

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.

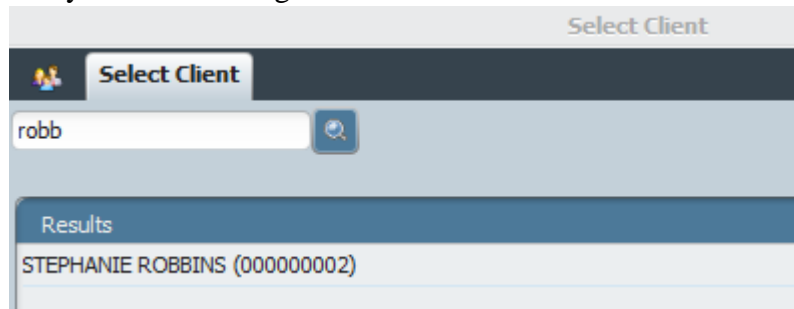
2.0 Procedure

NOTE: MORE THAN ONE EMERGENCY CONTACT CAN BE LISTED IN THE SYSTEM.

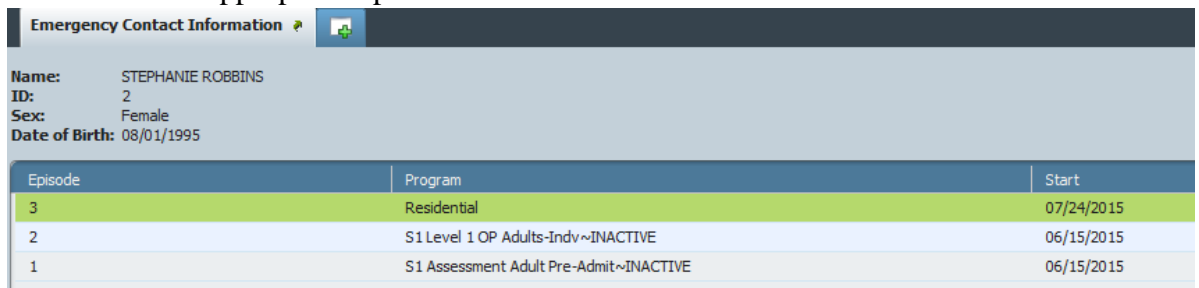
1. In the Search Forms field, type **Emergency Contact Information**.
 - a. Search results will dynamically appear as you type.



2. Select the **Emergency Contact Information** form by double clicking on the search result.
 - a. This will bring you to the Client look-up screen.
3. Search client by Client ID # or Last name.
 - a. Select the client by double-clicking on the name.



4. If the client has more than one episode in the system, the Episode Selection screen will appear.
 - a. Double-click the appropriate episode.





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5. The Emergency Contact Information form will appear.

6. Type in the name of the emergency contact into the **Emergency Contact Name** field in the format of Last,Firstname.
7. Select the emergency contacts relationship to the client from the **Emergency Contact Relationship** drop-down menu.
8. Select whether or not the emergency contact lives with the client in the **Emergency Contact Living With Client** field.
9. Enter the Emergency Contacts address into the following fields:
- **Emergency Contact Street 1**
 - **Emergency Contact Street 2**
 - **Emergency Contact Zip**
 - **Emergency Contact City**
 - **Emergency Contact County**
 - **Emergency Contact State**
10. Enter the Emergency Contacts phone numbers in the following fields:
- **Emergency Contact Phone**
 - **Emergency Contact Employer Phone**
 - **Emergency Contact Phone Other**
11. When applicable information is entered; click the **Submit** button in the top left-hand corner.
- a. This will submit the emergency contact data.

