Division of Public and Behavioral Health
Policy

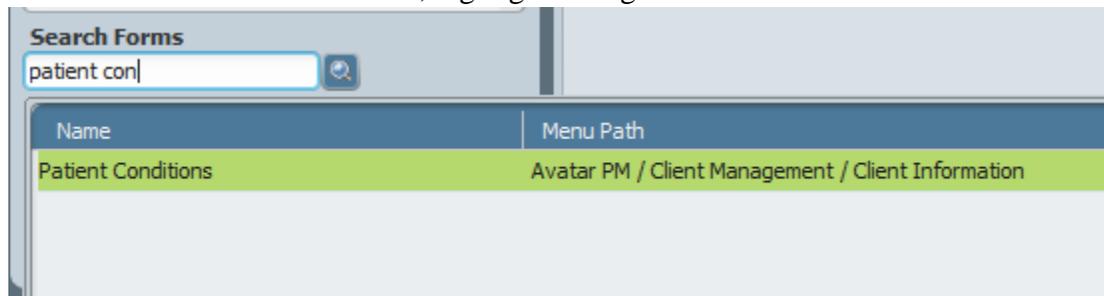| Control #	Rev.	Type	Title	Effective Date	Page
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1.0 Policy

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.
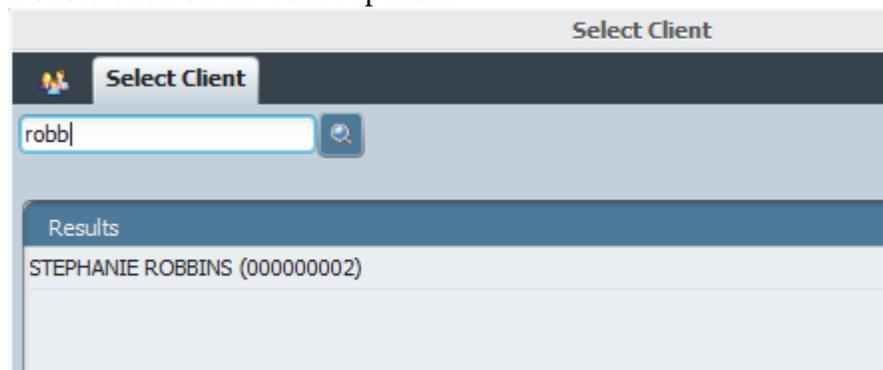
Patient conditions can attribute to underlying health issues that may impact his or her alcohol or drug use as well his or her treatment plan.

2.0 Procedure

1. In the Search Forms field, type in Patient Conditions.
   a. Double-click Patient Conditions, highlighted in green..

2. The Select Client form will display.
   a. Search for client by Client ID # or Last Name.
   b. Double-click on the correct patient.

3. If the client has more than one episode in the system, the episode selection screen will open.
   a. Double-click the correct episode.

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4. If the patient has previous conditions that were entered, the following screen will appear.

5. You can add, edit, or delete conditions from the bottom of the screen.

6. To add a new condition, click on the Add button to continue.
   a. The Patient Conditions window will open.

7. Select the appropriate radio button for the **Suicidal/Self-Abusive** field.
8. Select the appropriate radio button for the **Seizure Disorders** field.

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9. Choose the **Respiratory Condition** from the drop-down menu.
10. Select the appropriate radio button for the **Heart Conditions** field.
11. Select the appropriate radio button for the **Diabetic** field.
12. Select the appropriate radio button for the **Chemical Withdrawal** field.
13. Select the appropriate radio button for the **Pregnancy** field.
14. Select the appropriate radio button for the **Patient Allergies** field.
    a. If yes is chosen, the patient allergies field selection will open.
15. Enter the **Patient Allergies** by entering the allergies in the **Patient Allergies** box.
    a. Your selection for patient allergies will be recorded. This box will only be available if you click yes in the Patient Allergies radio button (#8 above).
16. Select the appropriate radio button for the **History Of IV Drug Use** field.
17. Select the appropriate radio button for the **Recent Separation/Divorce** field.
18. Select the appropriate radio button for the **History of D/V Abuse** field.
19. Enter in any Other Patient Condition Remarks in the text box.

20. Click the **Submit** button in the top left-hand corner tab.
    a. This will save the form and bring you to the Avatar home screen.

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