



Division of Public and Behavioral Health Policy

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1.0 Policy

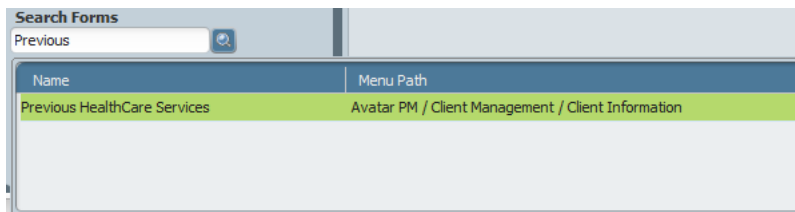
It is the Policy of the Division of Public and Behavioral Health (DPBH), Substance Abuse, Prevention, and Treatment Agency (SAPTA) that all providers, in accordance with 505 (a) of the Public Health Service Act (42 US code 290aa-4) which directs the Administrator of the Substance Abuse and Mental Health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

Tracking prior HealthCare services provides insights into a client's conditions and can help link treatment centers into a more holistic model of care.

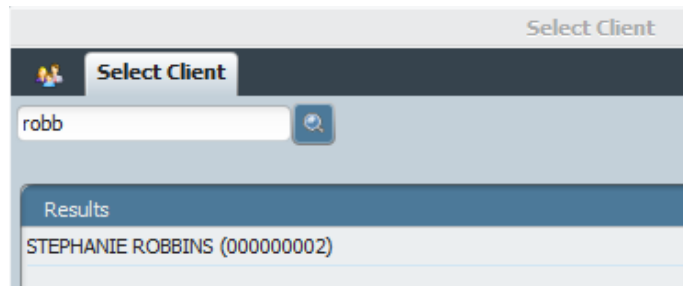
2.0 Procedure

NOTE: THERE CAN BE MORE THAN ONE ENTRY FOR PREVIOUS HEALTHCARE SERVICES IN THE SYSTEM.

1. On the Search Forms field, enter Previous HealthCare Services.



2. Select Previous HealthCare Services search result by double-clicking on the form name.
 - a. The Select Client dialog should display.
 - i. In order to complete this test script, a patient should have been previously admitted.
3. Search for client by Client ID # or Last Name.
 - a. Double-click the desired client.



4. If the client has more than one episode, the Episode Selection Screen will display.
 - a. Double-click the desired episode.



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Previous HealthCare Services

Name: STEPHANIE ROBBINS
ID: 2
Sex: Female
Date of Birth: 08/01/1995

Episode	Program	Start
3	Residential	07/24/2015
2	S1 Level 1 OP Adults-Indv~INACTIVE	06/15/2015
1	S1 Assessment Adult Pre-Admit~INACTIVE	06/15/2015

5. The Previous Healthcare Services form will display.
6. Enter the previous treatment type from the drop-down menu.

Previous HealthCare Services

Previous Treatment Type

- Acute Care Services
- Psychiatric - Another Facility
- Psychiatric - This Facility
- Substance Abuse - Another Facility
- Substance Abuse - This Facility

7. Enter the following fields:
 - **Facility Name**
 - **Facility Admission Date**
 - **Facility Discharge Date**
 - **Reason for Services**

Previous HealthCare Services

Previous Treatment Type
Substance Abuse - Another Facility

Facility Name
Drug Free Home 6

Facility Admission Date
05/01/2015

Facility Discharge Date
05/30/2015

Reason For Services
Inpatient for 30 days. Alcohol abuse.

8. When completed, click submit on the upper left hand corner of the screen.



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