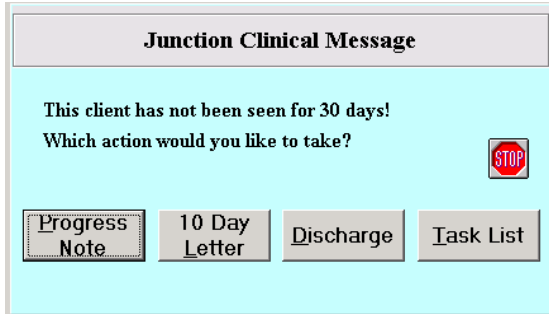


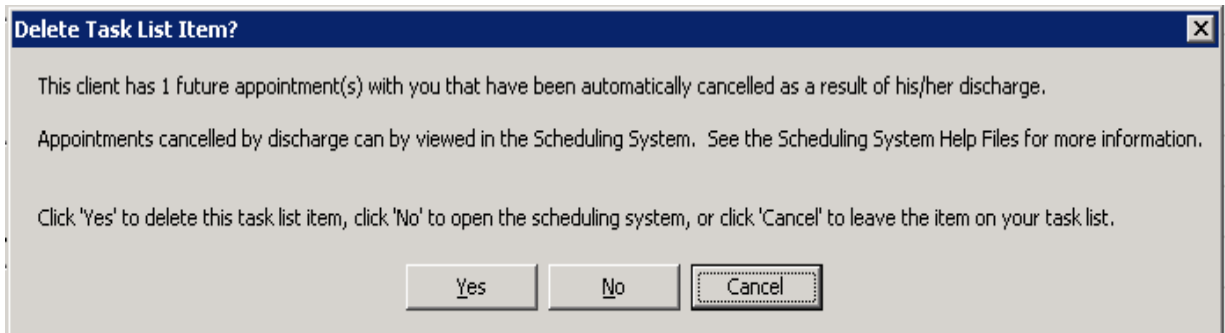
Task List Items – Definitions

30-Day Notice – Client has not been seen for 30 days and action needs to be taken. Options are: Progress Note, 10 Day Letter, Discharge or Leave on Task List



Acute Situation – A provider receives this when they are part of a client’s treatment team and a note has been marked as acute situation when it was signed. This is used to share information about a client among team members.

Apt Cancelled – Notification that a client’s upcoming appointments have been cancelled because the client has been discharged.



Asmt Update – Used to answer three questions required by the Utah Division of Substance Abuse and Mental Health.

Billing Request – The Billing department initiates this request when there is a need for information that affects the client’s bill.

Change – (1) Used to notify prescribers that a dictation has been completed in the Prescriber Notes tab. Clicking the link takes the prescriber to the specific note where a dictation has been entered. The dictation can be verified before signing and saving the document. (2) Used to notify a worker when the cosigning supervisor is requesting a change to the document prior to co-signing the document.

Close CM – SCP – This notifies the case manager the Specific Change plan has expired and needs to be closed out.

CM - SCP Due – This notifies the case manager that there is not an active Case management SCP in the clients chart.

CSP Incomplete – Notification that a CSP is missing or has not been signed and saved. Appears on Task List 30 days after client admission.

Diag-A Changed - This notifies the Primary Service Coordinator that someone else (usually the prescriber) has changed the clients diagnosis.

Diag-Y Changed – See Diag-A Changed.

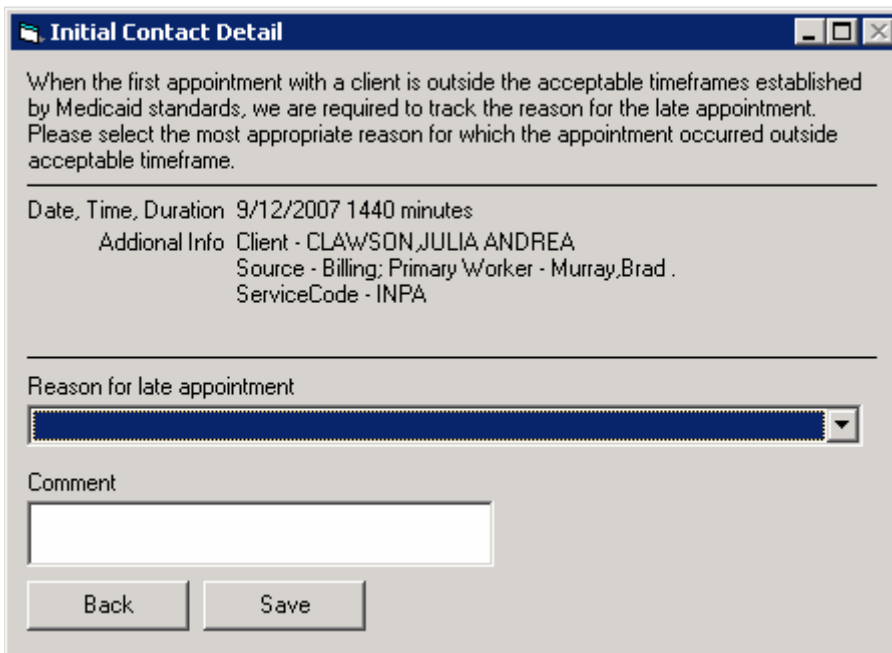
Diag Incomplete - Notification that a diagnosis is missing or has not been signed and saved. Appears on Task List 30 days after client admission.

Emerg Pending - This notifies the crisis worker that they need to reclassify the Emergent Initial Contact status for the client.

MCP Review – Time for primary service coordinator to review treatment plan.

Resolve Intake - A scheduling function where Junction looks for a Medicaid client's first appointment to determine if the initial contact took place within acceptable timeframes. This link will connect the provider with the first appointment where Kept, Cancelled or Failed can be selected to resolve the intake. If there is no appointment, one will need to be created and resolved.

Resolve Time – Tracks reason first appointment with client was outside acceptable timeframes set by Medicaid for clients whose urgency status was non-urgent, urgent or emergent.



Initial Contact Detail

When the first appointment with a client is outside the acceptable timeframes established by Medicaid standards, we are required to track the reason for the late appointment. Please select the most appropriate reason for which the appointment occurred outside acceptable timeframe.

Date, Time, Duration 9/12/2007 1440 minutes
Additional Info Client - CLAWSON, JULIA ANDREA
Source - Billing; Primary Worker - Murray, Brad .
ServiceCode - INPA

Reason for late appointment

Comment

Back Save

SDS - SCP Due – SDS – SCP Due and Close SDS – SCP are the same as indicated above for the Case manager but this is for the SDS Worker

SED Incomplete – Provider needs to complete SED

SPMI Incomplete – Provider needs to complete SPMI