

ISmart ENCOUNTER NOTES

ISmart Encounter notes are billable notes to the file. These are treatment counseling hours and are usually services billed to the client or another funding source, and are also how our services are reported to the State to count towards our contract.

Encounter Notes need to be entered within 24 hours of the actual service. Add your DAP note in at a later date if it's not ready. (I.e. - it's in dictation.) See section F.8 for more details on when a DAP note is due and how to write them.

To enter in an Encounter Note:

For more information on Encounter Notes, see Appendix B in your manual.

1. From the Client List, click on Activity List of the client you want to enter an encounter note on.
2. Left menu bar, click on "Notes".
3. Click on the Add New Billable Note hyperlink.
 - a. Choose Encounter Type from the drop down choices.
 - b. Choose an Event Type from the drop down choices
 - c. Select Service Code:
 - d. Choose the Program Name client is currently enrolled in.
 - e. Choose Service Location.
 - f. Primary Modality is always "Medication Free".
 - g. Enter Start Date End Date.
 - h. Duration fill in with the amount of minutes you saw the client.
 - i. # Of Sessions is the number of groups the encounter note covers (3 for IOP, 2 or 1 for all others, etc.) or just 1 for individual sessions.
 - j. Ensure that the payment codes are correct.
 - k. Click on "Next"
 - l. Choose client's progress towards goals from the Goal Progress drop down box. IF APPLICABLE, NOT REQUIRED.
 - m. Click on "Add Goals"
 - n. Click on the goal(s) that were addressed during this reporting period. A check mark will indicate which one(s) you have chosen.
 - o. Click on "Finish"
 - p. Click on "Add Objectives" IF APPLICABLE, NOT REQUIRED.
 - q. Choose all the objectives addressed during this reporting period. Again, a check mark indicates which one(s) you have chosen.
 - r. Add Narrative. This is where you put your DAP Note.
 - s. Click on "Next"
 - t. Pick appropriate "Ancillary Services" and enter in None for "Medications".
 - u. Click on "Save:"
 - v. Click on "Finish"