

Admit Info Misc. Notes

You will utilize this note to let the admitting counselor know:

1. The Wait Time for Admit in days
2. If the client was put on the Wait List
3. The Admit Pay codes from the back of the ASAC Financial Form.
4. And any other information you want the receiving component to know. (I.e. - Client works evenings or Client needs specific counselor, etc.)

To enter in a Misc. Note:

1. In client's ISmart file go to the Notes module.
2. Click on Add New Misc. Note hyperlink.
 - a. Note Type = Note to File
 - b. Service Date = is automatically filled in with today's date, change if appropriate.
 - c. Program: Choose the name of the Program this note pertains to.
 - d. Summary = Admit Info
 - e. Notes = Type in all pertinent info pertaining to the Wait Time.
 - i. Items to include in the Note of your Wait Time Note:
 1. What type of session was offered and if they took the first available.
 2. If client declined first appointment, etc.
 3. The wait time number. (WT#)
 4. If the client is put on the Main Office Wait List then you need to document that they were offered services elsewhere and the chose to stay on our wait list.
 5. If a counselor was assigned.
 6. Client would work best with female counselor, if applicable.
 7. If Document of Understanding wasn't filled out.
 8. If releases weren't filled out.
 9. Admit source of pay codes. (Ex. 19/11)