

# How to Enter a Scanned Treatment Plan

## Video Guidance

**Breadcrumbs:** Client > Case Management > Service Management > Service Entry

Under the Active Intake program, select RTC Scanned Tx Plan (Initial) or RTC Scanned Tx Plan (Review) as appropriate.

- Find **ACTIVE** Intake Enrollment
- Click Add Event > Click RTC Scanned Tx Plan (Initial)/(Review)

Service	Due Date	Scheduled Date	Actual Date	Duration
Substance Use Assessment	01/24/2022			
RTC Co-Occurring Disor...			01/17/2021 12:00 AM	00:00

## No-Show Information

- **Do Not Bill:** Check this box if the treatment plan was billed on paper or should not be billed through myEvolv
- **No Show:** Check this box if the service was scheduled and client did not show for appointment
- **Attempt to Contact:** Complete this field if No Show is Checked
- **Reason For:** Complete this field if No Show is Checked

Client: Test, Client DOB: 01/01/1980 ID# 00000002 Intake: 01/01/2018 08:00am

Save Cancel Print Form Info

**No-Show Information**

No-Show Information

Do Not Bill

No Show

Attempt to Contact

Reason For

## Encounter Information

- **Person:** This field will automatically fill and cannot be changed
- **Entered With:** This field will automatically fill and cannot be changed
- **Type:** This field will automatically fill and cannot be changed
- **Activity Type:** Use magnifying glass to make selection
- **Language Other Than English:** Check this box as necessary
- **Client Involved:** Uncheck this box as needed

**Encounter Information**

No-Show Information

Encounter Information

Completed Information

Person

Entered With

Type\*

Activity Type

Language Other Than English

Client Involved

# How to Enter a Scanned Treatment Plan

## Completed Information

- **Actual Date/Time:** Use Calendar/Clock Icons to complete fields
- **Duration:** Enter total time spent with client
- **End Date/Time (System Generated):** These fields will automatically calculate after saving
- **Completed By:** This field will automatically populate. Use binoculars to edit if necessary
- **Location:** Use magnifying glass to make selection

Completed Information

Actual Date/Time\* 10/25/2021 01:12 PM

Duration (hh:mm)\* HH:MM

End Date/Time (System Generated)

Completed By\* Hutchinson, Kathleen Marie

Location code

## Treatment Plan

Click to Upload Document.

- Treatment plans completed on paper can be scanned in
- Treatment plans completed on your computer can be uploaded

Treatment plan

Diagnoses

Tasks/Schedules

Service Related Encounter Information

Treatment plan

Click to Upload Treatment Plan\*

Click to Upload Document

Upload File

Scan Document

Multipage Upload from Scanner

## Diagnoses

All current diagnoses entered for client will be listed in this section. If a diagnosis is ended, it will no longer appear on the list.

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Diagnoses													
Current Diagnoses on File													
Axis	Date	Priority	Priority Description	Diagnosis	DSMIV	ICD9	ICD10 Code	ICD10 Term	DSM5 Term	GAF Score	SNOMED Code	SNOMED Term	WA CGAS Score
1	09/17/2021	1	Primary	PTSD (post-traumatic stress disorder); ICD9: 309.81; ICD10: F43.10; SNOMED: 47505003; DSM4 Term: Posttraumatic stress disorder; DSM5 Term: Posttraumatic stress disorder	309.81	309.81	F43.10	Post-traumatic stress disorder, unspecified	Posttraumatic stress disorder		47505003	Posttraumatic stress disorder	
1	06/17/2021	1	Primary	Depression: ICD9: 311; ICD10: F32.9; SNOMED: 35489007; DSM4 Term: Depressive disorder NOS; DSM5 Term: Unspecified depressive disorder	311	311	F32.9	Major depressive disorder, single episode, unspecified	Unspecified depressive disorder		35489007	Depressive disorder	

## Service Related Encounter Information

- **Program Providing Service:** Use magnifying glass to make selection if field is not already filled in
- **Facility Providing Service:** Use magnifying glass to make selection if field is not already filled in

Service Related Encounter Information	
<b>Program Providing Service*</b> <input type="text" value="Intake Program"/>	<b>Facility Providing Service*</b> <input type="text" value="RTC (Lic.# 00001)"/>

## Progress Note

Enter any additional information in the progress note.

Progress Note	
<b>Progress Note</b>	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Progress Note</b></p> <p>Rich text editor toolbar with icons for Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, and Unlink.</p> <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></div> </div>