

## Diagnosis Tip Sheet

This Tip Sheet will walk users through how to enter a diagnosis as well as how to make updates to a diagnosis. This Tip Sheet may change as our trainings and systems are updated. Please visit our website <https://dhs.saccounty.gov/BHS/Avatar/Pages/Avatar.aspx> for the most updated version. If any additional help is needed you can contact us at [bhs-ehrsupport@saccounty.gov](mailto:bhs-ehrsupport@saccounty.gov).

### Diagnosis Information

All clients must have an active DSM-5/ICD-10 Diagnosis entered that covers all dates of service. This permission is granted based on classification or by special request for staff who are entering on behalf of a diagnosing practitioner.

### Diagnosis Document (Client)

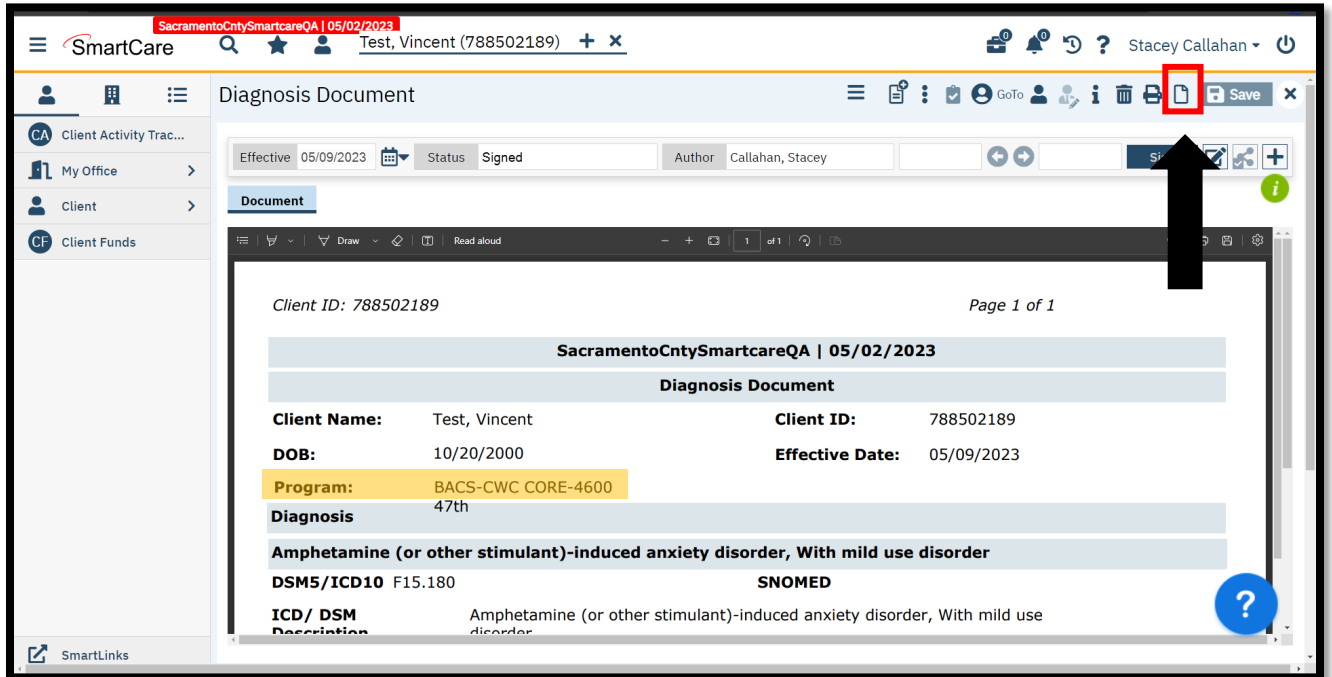
1. Before opening the Diagnosis Document you will need to select a client. Click on the **client search icon** at the top-left of your screen.



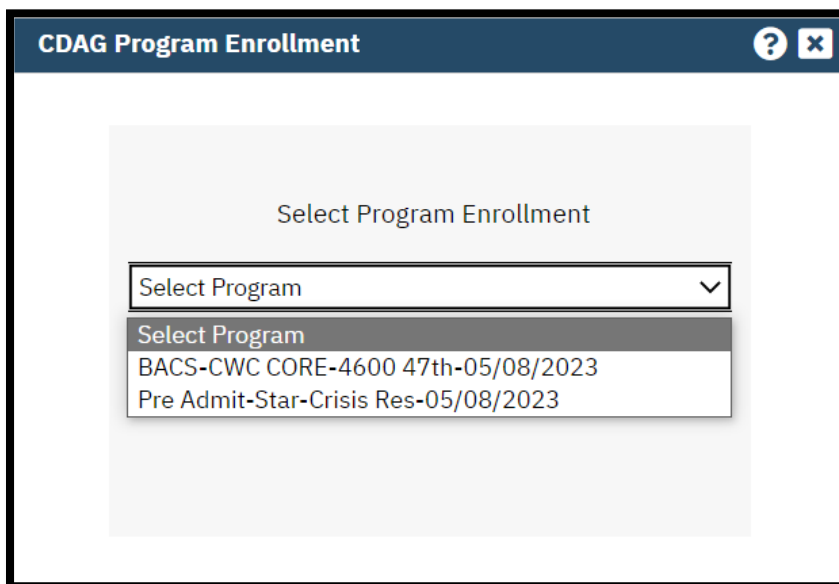
2. Search the clients name or ID number. If they are assigned to you you'll see their name listed below. Click on their name to activate them.
3. Once the client is selected Click on the search bar and search **Diagnosis Document (Client)**.



- If a previous diagnosis was entered you will be brought to a PDF to view the entry. Just because you see a diagnosis PDF does not necessarily mean there is one entered for your program. You will be able to see any Diagnosis Documents that were entered in any program within your CDAG. That may not necessarily be your program. To enter a new diagnosis, click on the **new icon** at the top-right of the screen.



- You will receive a **CDAG Program Enrollment** pop-up. Select the program you are entering the diagnosis into. If the client is enrolled into more than one of your agencies programs, then you may see multiple options. Be sure to select your correct program.



Diagnosis Document

Effective 09/12/2023 6 Status New Author Trainer, Four 06/08/2023 14 Sign 14

**Diagnosis**

★ Code F06.32 7 Description Depressive disorder due to another medical condition, With major depressive-like episode 6

Rule Out 6 Type 8 Additional Specifier

Severity Mild 10 Source John Testerson, LCSW

9 Remission Remission in a controlled environment 11 Order 2 Billable  Yes  No

Comments

Common Psych, Medical, and SDOH Diagnoses

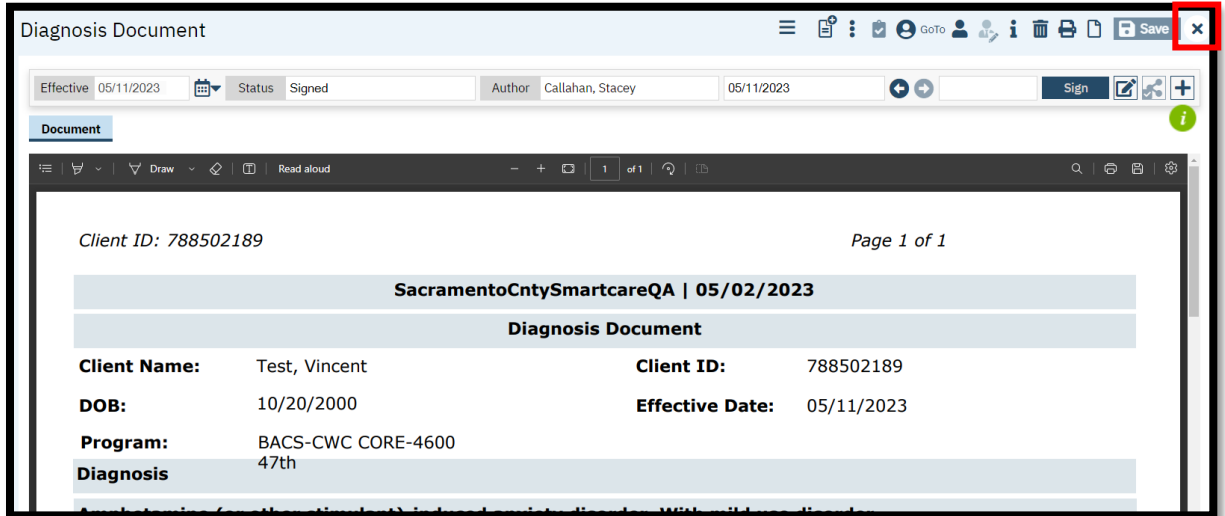
**Diagnosis List** 12 Insert Clear

<span>13</span>	Order	DSM 5/ ICD 10	SNOMED	R/O	ICD/ DSM Description	SNOMED Description	Type	Severity	Source	Comments
<input checked="" type="checkbox"/> <input type="checkbox"/> <span>13</span>	1	F15.180			Other stimulant ab...		Primary	Moderate	John ...	

Screening Tools Used

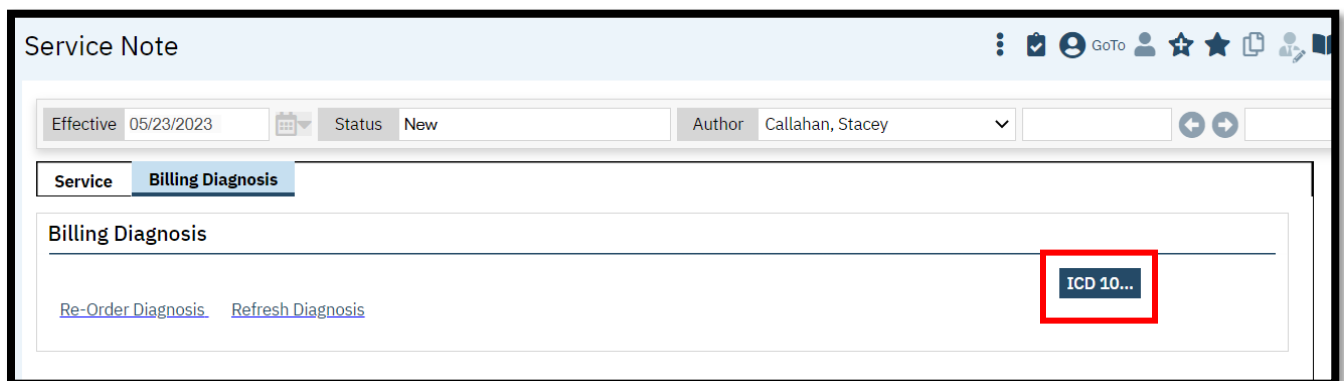
6. The **Effective Date** will default to today's date. This date must cover all dates of service. Make sure to change the date to cover all dates of service.
7. You can enter the ICD-10 code in the **Code** box or enter the diagnosis description in the **Description** box.
8. Select the **Type** of diagnosis. You will need to make sure you have one primary diagnosis.
9. You can indicate the **Severity** of the diagnosis as well as **Remission**. **Comments** can also be entered below.
10. **Source** is only used for those who are entering a diagnosis on behalf of a diagnosing practitioner. If that is the case, you will enter the name and license of the diagnosing practitioner in this field.
11. The **Order** will automatically populate based on which diagnosis is being entered. This affects your billing. The primary diagnosis should always be Order 1. If you want to change the primary diagnosis, you will have to click the X to delete it in the list and re-enter with the correct primary diagnosis. See step 13.
12. Once you have entered your diagnosis click **Insert**. Additional diagnosis can be entered and inserted after.
13. Once inserted all diagnosis will show on the **Diagnosis List**.
14. Once you have completed the diagnosis click on the **Sign** button. A diagnosis can be saved first if you are still working on it, but it will not carry forward to claims until it has been signed.

15. A PDF will generate with the diagnosis information. To close out, click on the X on the upper right of your screen.



### Diagnosis & Service Notes

As stated before, **all clients must have an active DSM-5/ICD-10 diagnosis entered which covers all dates of service.** When entering a service and/or service note there is a tab labeled **Billing Diagnosis**. While a diagnosis can be entered there for that service, it will not carry forward to other services or the Diagnosis Document. If appropriate for your role you can enter the diagnosis for that particular service in the Billing Diagnosis tab on the service and/or service note. Click the ICD 10 button to do so.



### Pulling Forward a Diagnosis

You can pull forward and edit an existing diagnosis that was entered previously at your program or another program within your agency. However, you will not be able to pull forward a diagnosis that was entered at a different agency, even if it is within the same CDAG.

1. Open Diagnosis Document (Client) for your selected client. If a diagnosis was entered previously, you will see the PDF. Check the program and make sure it's a program within your agency. If it is, select the new button to create a new Diagnosis Document.

*Client ID: 1049* *Page 1 of 1*

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**SacramentoCntySmartcareTrain | 04-13-2023**

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**Diagnosis Document**

<b>Client Name:</b>	Test, Scarlett	<b>Client ID:</b>	1049
<b>DOB:</b>	02/02/2000	<b>Effective Date:</b>	06/08/2023
<b>Program:</b>	El Hogar-CCC-North A (842999)		

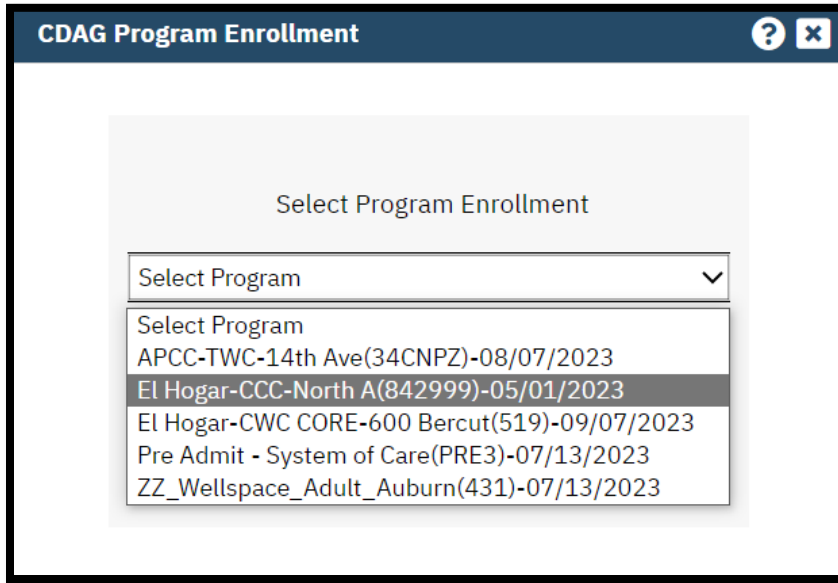
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**Diagnosis**

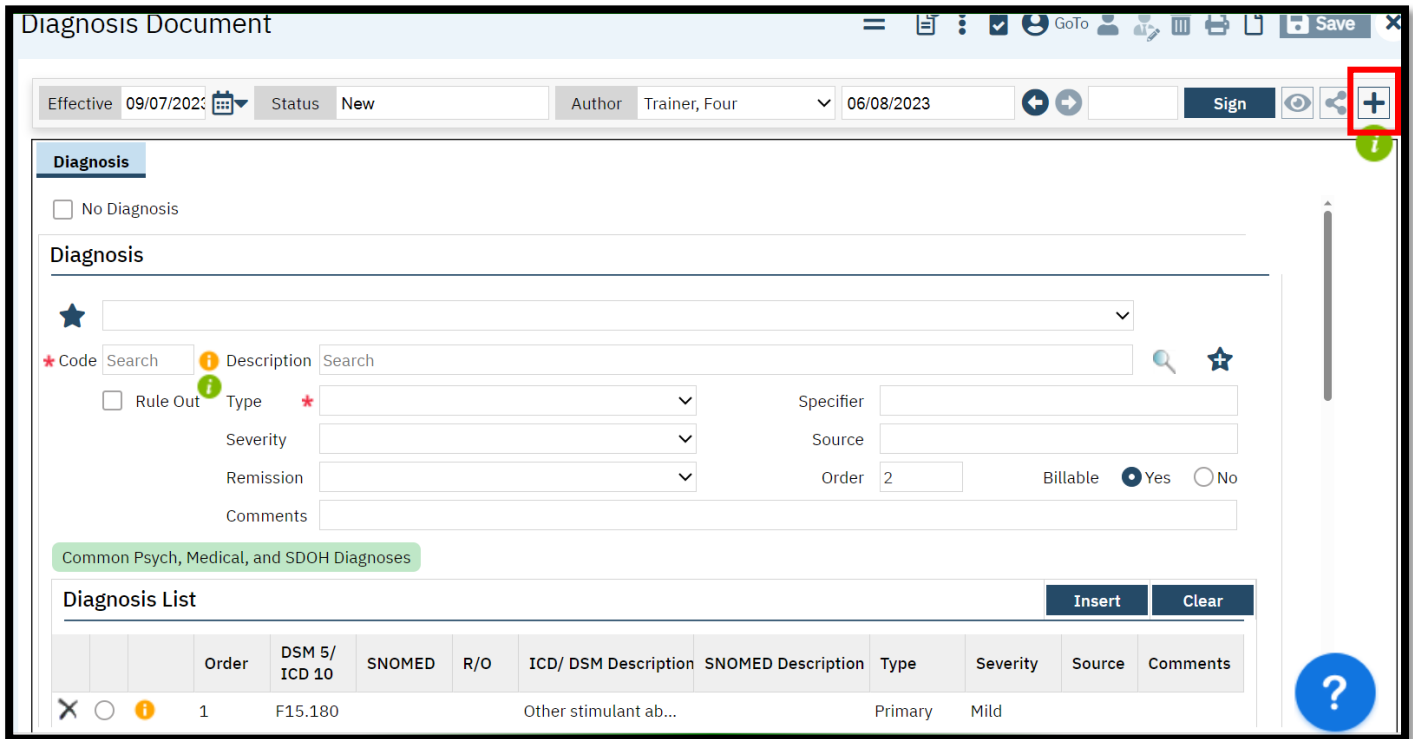
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**Other stimulant abuse with stimulant-induced anxiety disorder**

2. When you select the “New” button, you will see the CDAG Program Enrollment box. Select the program that has the previous diagnosis entered (not the current program you are entering the new diagnosis into). Please note, this will only work if the client is actively at that program. You will not be able to pull forward a diagnosis if the previous program has been discharged.

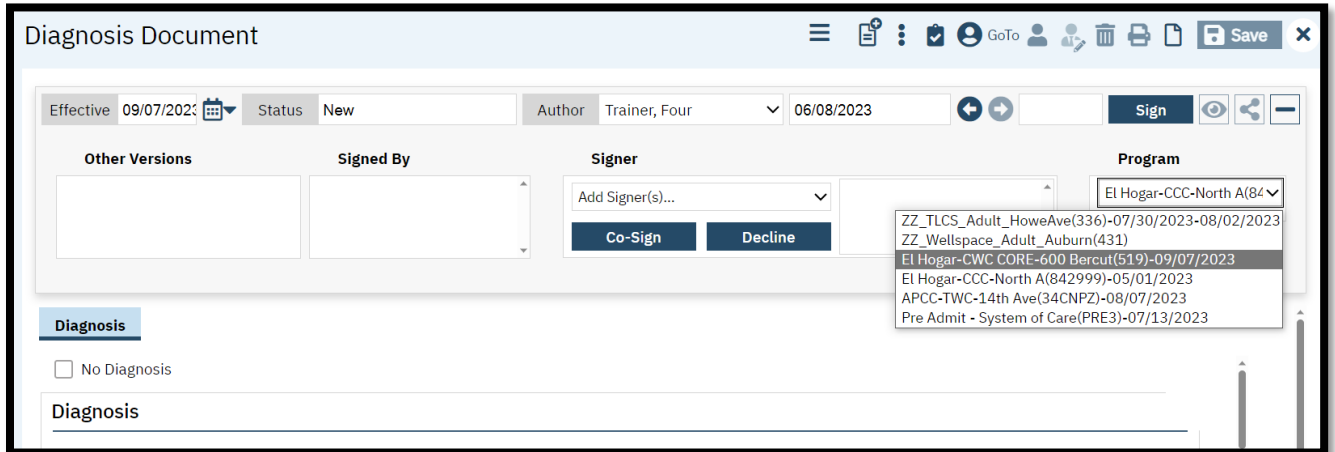


- When the new record opens, you can see the diagnosis has pulled forward and is listed on the diagnosis list. From here you can add any new diagnosis or adjust the effective date as needed.



- After making any necessary edits, click on the plus sign on the upper right (See above).

- From here, you can switch the program to your current program if necessary. Once you have selected your program, save and sign the document.



## Diagnosis Errors

If your services have a diagnosis error, make sure you check the following things.

- Make sure a diagnosis document has been entered.
- Check that the diagnosis document was entered into the correct program.
- Make sure the diagnosis document has been signed and not “in progress”.
- Make sure the effective date is on or before the dates of service for your program.