



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 <u>https://dhs.saccounty.gov/BHS/Avatar/Pages/Avatar.aspx</u> for the most updated version. If any additional help is needed you can contact us at <u>bhs-ehrsupport@saccounty.gov</u>.

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).







4. 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.

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		Signed Author Callahan, Stacey	
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	Client ID: 788502189		Page 1 of 1
		SacramentoCntySmartcareQA 05/02	/2023
		Diagnosis Document	
	Client Name: Test	t, Vincent Client ID:	788502189
	DOB: 10/2	20/2000 Effective Dat	e: 05/09/2023
		CS-CWC CORE-4600	
	Diagnosis 47th	n	
	Amphetamine (or othe	r stimulant)-induced anxiety disorder, With mild	use disorder
	DSM5/ICD10 F15.180	SNOMED	
	ICD/ DSM	Amphetamine (or other stimulant)-induced anxiety dis	sorder, With mild use
SmartLinks			•

5. 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.

CDAG Program Enrollment			
Select Program Enrollment			
Select Program	~		
Select Program BACS-CWC CORE-4600 47th-05/08/2023 Pre Admit-Star-Crisis Res-05/08/2023			





Diagnosis Document		:	≡ ≝ : 29	Goto 💄 🖧 🛅 🖶 🗋 🖪	Save
Effective 09/12/202: Status 6 Diagnosis	s New Author Tra	iner, Four 🗸 06	/08/2023	Sign 0 14	• < + i
Code F06.32 7 1 Description Rule Out Type 8 Severity	Depressive disorder due to another medical co Additional Mild	 Specifier 10 Source 	John Testerson, LCSW		ĺ
9 Remission Comments	Remission in a controlled environment	✓ 11 Order	2 8	Billable 💽 Yes 🔵 No	1
Common Psych, Medical, and SDC Diagnosis List	H Diagnoses		12	Insert Clear	
13 Order DSM ICD		tion SNOMED Description	Type Severity	Source Comments	
X 🔿 🚯 1 F15.1	L80 Other stimulant ab		Primary Moderate	John	2
Screening Tools Used					Ų

- 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 reenter 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 Document		😑 📑 😧 🕒 GOTO 🚢 🧞	i 🛅 🖶 🗋 🖬 Save 💌			
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Client ID: 788502189		Page 1 of 1				
Sacr	SacramentoCntySmartcareQA 05/02/2023					
	Diagnosis Document					
Client Name: Test, Vincent	Client ID:	788502189				
DOB: 10/20/2000	Effective Date:	05/11/2023				
Program: BACS-CWC CORE-46	00					
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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.

Service Note	🗄 🖄 😌 GOTO 🏝 🛧 🛧 🕒 🧞 🕷
Effective 05/23/2023 Etatus New Author Callahan, Stacey	~ CO
Service Billing Diagnosis Billing Diagnosis Image: Service Servic	
Re-Order Diagnosis Refresh Diagnosis	ICD 10





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			
	SacramentoCntySmartcareTrain 04-13-2023					
		Diagnosis Document				
Client Name:	Test, Scarlett	Client ID:	1049			
DOB:	02/02/2000	Effective Date:	06/08/2023			
Program: Diagnosis	El Hogar-CCC-North A (842999)					
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.





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	Select Program Enrollment				
	Select Program 🗸				
	Select Program				
	APCC-TWC-14th Ave(34CNPZ)-08/07/2023				
	El Hogar-CCC-North A(842999)-05/01/2023				
	El Hogar-CWC CORE-600 Bercut(519)-09/07/2023				
	Pre Admit - System of Care(PRE3)-07/13/2023				
	ZZ_Wellspace_Adult_Auburn(431)-07/13/2023				

3. 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.

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Remission	~	Order 2	Billable 💽 Yes 🔵 No	
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Common Psych, Medical, and SDOH D	iagnoses			
Diagnosis List			Insert Clear	
Order DSM 5/ ICD 10	SNOMED R/O ICD/ DSM Description	SNOMED Description Type	Severity Source Comments	
X 🔿 🚯 1 F15.180	Other stimulant ab	Primary	Mild	

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





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

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Other Versions	Signed By	Signer			Program
Diagnosis Diagnosis Diagnosis		Add Signer(s) Co-Sign	✓ Decline	ZZ_TLCS_Adult_HoweAve(ZZ_Wellspace_Adult_Aubu EI Hogar-CWC CORE-600 E EI Hogar-CCC-North A(842 APCC-TWC-14th Ave(34Ch Pre Admit - System of Care	Bercut(519)-09/07/2023 9999)-05/01/2023 NPZ)-08/07/2023

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.