

SmartCare Provider Administrative Training

Last updated: 9/22/2023

Course Content

- Inquiry
- Enroll Client into program
- > Scanning(My Office)
- Client Flags
- State Reporting
- > Update/Verify client coverage
- Special Population (Client)
- Diagnosis
- Client Clinical Problem Details (Client)
- Entering services
- Corrections
- Discharge Process

Proper Use of SmartCare

- > You must have permission from program to use away from agency
- > Do not access over unsecure Wi-Fi or in a public area
- > Always protect client information
 - > Health Insurance Portability and Accountability Act (HIPAA)
- > Username and Passwords
 - Provides access into SmartCare
 - Contains user's specific classification and permission levels for access to screens, list pages, and reports
 - Do not let anyone work under your username
 - Do not share your password with anyone, including the EHR Team

Proper Use of SmartCare Continued

- Forgotten Username or Password
 - If you have forgotten your password, click on the "Forgot Password" link. If you continue to have trouble logging in call our support line to reset your password. Password resets must be done over the phone
 - If you have forgotten your username, your authorized approver will need to send an email to training registration requesting your username

Accessing SmartCare

SmartCare is an internet browser-based application

- > It can be used on the following internet browsers
 - >Microsoft Edge
 - > Google Chrome
 - Firefox
- > SmartCare is NOT compatible on the following internet browsers
 - ≻ Safari
 - >Internet Explorer

SmartCare Webpage

https://dhs.saccounty.gov/BHS/BHS-EHR/Pages/Avatar.aspx

- > Behavioral Health Services (BHS) Electronic Health Record (EHR) Team Contact Information
- Meeting Information
 - Mental Health and Substance Use Prevention and Treatment (SUPT) User Forum schedule and minutes
- > SmartCare
 - Launch SmartCare
 - California Mental Health Services Authority (CalMHSA) Training Resources
 - > Sacramento County Training Resources
- > Quality Management Resources

Part 1 - Client Inquiry and Data Entry

- Inquiry
- > Disposition an Inquiry
- Enroll Client into a Program
- > Treatment Teams
- > Client Information
- Scanning
- Client Flags

Inquiry Information

- Inquiry screen allows staff to document request from a client including a request for services
- If the person is only requesting information, you can log the interaction without the need to create a client ID in SmartCare
 - The requested information will be stored in SmartCare for future reference
- > Only Clinical staff should determine the disposition of an inquiry
 - > Admin staff can enter the disposition on behalf of clinical staff
- Please see Provider inquiries Tip Sheet on our webpage for tips on how to complete an inquiry
 - <u>https://dhs.saccounty.gov/BHS/BHS-EHR/Pages/EHR-Training.aspx</u>

Enrolling a Client into a Program

- Once you've saved an Inquiry, a new client ID can be created by selecting the button to "Link/Create Client"
 - > When linking the new client, the name, SSN, and DOB will pull forward to the screen. You'll need to click on the following search buttons in order to enable the New Client button to become enabled
 - >Broad Search
 - ≻ SSN
 - ► DOB
- Once the new client has been created you can then enroll them into a program
- > Search "Client Programs (Client)" to enroll the client into a program
 - > The client must have a client ID created prior to enrolling

Treatment Team (Client)

- > This screen is used to track staff assigned to a client's care
- The Treatment Team list page can be used to see the client's treatment team from other Mental Health(MH) programs
 - SUPT providers can only view the treatment team for client's enrolled in their own program
- Discharging a client from a program won't automatically deactivate all treatment team members associated with that program. If the client has been discharged from your program but is still showing up on your caseload, go into the Treatment Team screen and see if you're still listed as active
- If you are still listed as active on the Treatment Team list page, follow the steps to add an end date and deactivate yourself from the treatment team by following the steps in the link below:
 - https://2023.calmhsa.org/how-to-view-whos-on-the-clients-treatment/ team/

Client Information (Client)

- If any demographic information needs to be added or changed after creating the inquiry, you can do that here
- > You are able to add contacts or aliases for the client if needed
- > Verify the client address is entered properly

Client Flags (Client)

- Client Flags alert users with critical beneficiary support information. An icon which corresponds to the Client Flag will show up in the client header
 - For more detailed instructions please refer to the Client Flag tip sheet located on our webpage:
 - <u>https://dhs.saccounty.gov/BHS/BHS-EHR/Pages/EHR-Training.aspx</u>

Once a client has been enrolled in a Client Flag, the icon(s) will be visible in the client's header.



Part 2 - State Reporting

- Mental Health Providers
 - > CSI Overview
 - > CSI Standalone Collection
 - > CSI Summary Report
- SUPT Providers
 - CalOMS Information

Client Service Information (CSI) Overview

- Collected as a State mandated reporting requirement for mental health service providers
- > There are different levels of CSI that are captured through SmartCare
 - > Anytime you see (CSI) on a form you need to make a selection or entry.
- Please watch the CalMSHA training video posted in the Billing Documentation section of CalMSHA's webpage
 - > To see a demonstration of the CSI screens, click on link below.
- https://2023.calmhsa.org/billing-documentation/

California Outcomes Measurement System (Cal-OMS)

- Cal-OMS is California's data collection and reporting system for Substance Use Disorder (SUD) treatment services
- > Only SUPT Programs are required to report Cal-OMS data
 - > NOTE: Recovery programs are not required to submit Cal-OMS data
 - > Please see CalOMS Tip Sheet on our website provided below
 - <u>https://dhs.saccounty.gov/BHS/BHS-EHR/Pages/EHR-Training.aspx</u>

CalOMS Information

- Cal-OMS Admission form must have all fields and sections completed in accordance with Department of Health Care Services (DHCS) requirements
- Keep in mind enter to all the information that you have and make it as complete as possible
- Please watch the California Mental Health Services Authority (CalMSHA) training video posted in the Billing Documentation section of CalMSHA's webpage
- When changing Level of Care (LOC) within the same agency, it's not necessary to enter a new CalOMS. However; if they are transferring to a different agency through a change in LOC, then the new agency is required to enter a new CalOMS
 - > To see a demonstration of the CalOMS screens, click on link below:

<u>https://2023.calmhsa.org/billing-documentation/</u>

CalOMS Annual Update/Discharge

- If your client's CalOMS admission was completed in Avatar, you will need to follow the step-by-step Tipsheet posted on our webpage
- SUPT providers must complete the CalOMS Update/Discharge prior to the Discharge
- > Please see the tipsheet below:
 - CalOMS Tip Sheet.pdf (saccounty.gov)

Part 3 - Coverage

- Client Eligibility
- > Coverage

Verifying Coverage

- It is important to verify medical coverage for scheduled and unscheduled clients
- There are several ways to verify Medi-cal, Other Health Care (OHC) and Medicare coverage allows users to check for OHC and Medicare coverage
- Please watch the CalMSHA training video posted in the Billing Documentation section of CalMSHA's webpage
 - > To see a demonstration of the Coverage screens, click on link below:

<u>https://2023.calmhsa.org/billing-documentation/</u>

Coverage Information

- Coverage is client based
- Each Payor is a Plan in SmartCare
- The start and end dates of a plan must include the dates the client is open to your program
 - These dates may have been previously entered by another agency where the client received services.
- Do NOT remove a plan because the client may have that coverage with a different program
- > When entering the insurance ID for Medicare Part B, please enter it in both the Insurance ID and Medicare Beneficiary ID field.
- Important: Make sure you update the Plan Time Span section of the Coverage screens
 - > Note: Billing will not claim if this section is not complete

MH Coverage Plan Order

- > Other Health Care (OHC)
- MediCare
- Medi-Cal MH
- Managed Care Plan payors
- > MH County Funds payor

SUPT Coverage Plan Order

- > Other Health Care (OHC)
- > MediCare
- Medi-Cal DMC
- Managed Care Plan payors
- > ADS DMC County Funds payor

Report Information

- > Sacramento has created reports specific to our County.
 - In SmartCare if you search for (SAC) then reports available to your role will display
 - A list of reports that have been released on our Department Health Services (DHS) Behavioral Health Services (BHS) Electronic Health Record (EHR) webpage under Technical Support
 - > Please refer to our List Pages and Reports Tip Sheet on our website listed below:
 - https://dhs.saccounty.gov/BHS/BHS-EHR/Pages/EHR-Training.aspx

Program Coverage Report (SAC)

> The report displays current open enrollments with first 4 current Payors

Program Coverage Report

Current Open Requests/Enrollments with First 4 Current Payers

Client ID	Client Name 🗘	Enrolled 🗘	Cov1 ‡	Cov2 ‡	Cov3 ‡	Cov4 ‡
			Medi-Cal MH 91234567F	Managed Care-Aetna (601) 94567812A	MH County Funds 12345	

Version 8/24/23



UMDAP Financial Assessment (MH Only)

- > UMDAP Uniform Method to Determine Ability to Pay
- > When a client is eligible for UMDAP, your will need to end date some of the coverage plans depending on what payors your client has.
- > An UMDAP will not be required for a client/family with:
 - Full Scope Medi-Cal
- > An UMDAP will be completed for client/family under the following circumstances:
 - Indigent/Self Pay
 - Medicare Only
 - Private Insurance Only
- > NOTE: QM provides UMDAP training which includes the Fee Waiver process.
- Please watch the CalMSHA training video posted in the Billing Documentation section of CalMSHA's webpage.
 - > To see a demonstration of the UMDAP screens, click on link below.

<u>https://2023.calmhsa.org/billing-documentation/</u>

Part 4 - Supplemental Data

- > Special Population Tracking
- Emergency & Pregnancy Indicators
- > Client Clinical Problem Details (Client)

Special Population Tracking

> When should you use the Special Population form?

- > When you are serving any clients that are apart of the following populations:
 - Foster Care: Living in or has lived in an out of home placement based on a court order for placement
 - Katie A : A lawsuit settlement after the death of a foster care child. The following 2 services resulted after the lawsuit.
 - > IHBS: Intensive Home-Based Services
 - ICC: Intensive Care Coordination
- > Why is it important to have accurate Start and End Dates?
- Coordinated care is imperative for the accuracy of these start and end dates and it is best practice service delivery for these populations of consumers who are involved in multiple systems
- Please refer to the Clinical Documentation section of CalMSHA's webpage.
 - > To see a demonstration of the Special Population Tracking screens, click on link below:
 - https://2023.calmhsa.org/clinical-documentation/

Pregnancy Indicator

- Medi-Cal requires providers to use a pregnancy indicator to specify when services are provided to a pregnant client
- In the Client Clinical Problem Details (Client) screen use SNOMED Code 248985009 to indicate the client is pregnant
 - Note: Don't forget to add an end date when the client is no longer pregnant. End date still the 365 days post birth.
- Please watch the CalMHSA training video for a demonstration posted in the Clinical documentation section of the CalMHSA webpage at the following link:
 - https://2023.calmhsa.org/billing-documentation/

Client Clinical Problem Details (Client)

- The SNOMED code is entered by direct staff. The Problem Details list allows providers to enter in that information
- > Please refer to CalMSHA User Guide below:
 - SmartCare-Clinical-Documentation-User-Guide-5.8.23.pdf (calmhsa.org)

Part 5 - Billing

- Diagnosis
- Services (Client)
- > Batch Services(Client)
- Service Corrections

Diagnosis

- All clients must have an active DSM-5/ICD-10 Diagnosis entered that covers all dates of service in your program
- > Some administrative staff enter Diagnosis on behalf of direct care staff
- The diagnosis permission is granted based on classification or by special request
 - For staff who are entering on behalf of a diagnosing practitioner. In the Source field of the Diagnosis screen, enter the diagnosing practitioner's name and professional classification
- > Please refer to the Diagnosis tipsheet on our website:

BHS EHR Training & Schedule (saccounty.gov)

- Additional resources are available on CalMHSA's website:
 - https://2023.calmhsa.org/?s=diagnosis

Important facts about Diagnosis

- Without a diagnosis the services will not show up on your invoice for the county
- Required for all services
 - > Effective dates should cover the dates of service
- > The diagnosis must be entered in the program you are providing services
- > The diagnosis must be signed

How are Services Entered?

Batch Services Entry (My Office)

atch Service Er	itry			
07/25/2023 🛗 🕶	All Programs	Staff Name	All Procedure Groups rvices for the day Only St	Apply Filter
Last Name Begins Wi	h Last Name Begins With	✓ Organizational Hiera	rchy	
<u>Staff</u> Staff Name	Procedure Code	Time In Time Out	Dur. Location	~

Admin staff use Batch Service Entry (my office) to enter multiple Services for multiple days and multiple clients.

Services (Client)

Service Detail

Service Detail	Billing Diagnosis Auth	orization(s)	-					
Service								0
Client	Test, Entry	Status	Show 🗸	Start Date	09/14/2023 🛗 🕶	Program		~
Procedure		~	Modifier	Start Time		Face to Face Time	0.00	
Clinician Name		~				End Date		
Location		~	Attending			 Referring 		~
Client was present	Other Person(s) Present				Cancel Reason			
Group			Charge	\$0.00	Balance		Rate ID	

Admin Staff use Services (client) to enter Individual service(s) if an agency has their own EHR system and needs to enter Services into SmartCare. SmartCare user may use this to enter new Services for replacements.

Service/ Note (Client)

P	rogress	S Note					
	Effective	09/14/2023		Status	New	Author	Owens, Shalina
	Service	Note	Billing Diagnosis	Warnings			
	Service						

Used by direct care staff to document and create services for a client.

Service Import

1	ClientId	ClinicianId	ProcedureC	LocationId	DateOfService	EndDateOf	FaceToFace	TravelTime	Documenta	AttendingIE	Referringle
2			93	14	8/3/2023 14:10		50	20	5		
3			93	14	8/1/2023 13:30		60	0	5		
4			105	14	8/1/2023 14:35		55	48	9		
5			93	13	8/1/2023 08:30		58	0	6		
6			73	13	8/1/2023 07:55		26	0	8		
7			105	11	8/1/2023 10:00		26	0	4		
8			105	14	8/1/2023 10:05		30	0	2		
9			105	3	8/1/2023 08:42		20	0	4		

Service import allows providers who use their own EHR the ability to import all of their monthly services.

Batch Service Entry (My Office)

- > Batch Service Entry allows you to enter multiple services at one time
 - > Multiple clients at the same time
 - > Multiple days for one client
 - > Multiple services for individual client for the same day
- > Please refer to CalMSHA's tip sheet for Batch Service Entry screens, click on link below:
 - <u>https://2023.calmhsa.org/how-to-enter-a-batch-of-services/</u>

Overnight Job

- > What is an Overnight Job?
 - > Overnight Job validates the services that are entered into SmartCare
 - > It will assign a service status: Show or Complete
 - > Complete: Means the services is ready to be claimed
 - > Show: Means there maybe some issues with the service

Service Status Descriptions

- Cancel Shows the appointment was cancelled
- Complete Service(s) validated after the overnight job
- Error Prevents a services from claiming out
- > Scheduled The service was scheduled via the Calendar but has not occurred
- > No Show The client or staff did not show for the appointment
- Show The service occurred

Service Corrections

- > Changes can be made prior to services being claimed
- Changes can be made if the service is in a Show or Complete status
- > Only administrative staff can make changes to a service

Resources to find Services needing Corrections

- > View the Service Needing Attention Widget
- > Run Services (My Office) list page
- Possible issues to look for:
 - > Financial information has not been complete for the client
 - > Refer to the Client Account Screen
 - >Billing Diagnosis required before completing the services
 - > Run Services Diagnosis Error (Sac) (My Office) report
 - > Unable to find matching rate for the selected procedure
 - >Reach out to the EHR Billing team- BHS-EHRBilling@saccounty.gov

Services Needing Attention Widget

- On the SmartCare dashboard you will see a widget called Services Needing Attention
 - This widget will display all of the errors within a note or services that need correcting

Services Needing Attention	3
Total of 'Show' charges: \$ 1272.43	
View All	<u>15</u>
Billing diagnosis required for completing the service	<u>13</u>
Financial information has not been completed for this c	<u>10</u>
Unable to find a matching rate for the selected procedu	<u>10</u>

Service Needing Attention Widget continued

After selecting all in the Services Needing Attention Widget, My Service list page will display all of the clients, services and warnings to correct

My Services (15)														
All Clients	•	All Statuses		✓ All Proce	dures		✓ All Prog	grams		~	Apply F	Filter		
Custom Date	~	From	 -	То	(Servic	es With Erro	ors		~	_	~		
Only include Services with Add On Codes Staff de Organizational Hierarchy														
Client	Auth	DOS	∇	Procedure	Units	Program	Status	Staff	Group Name	Comment	Cancel	Warnings	udd On Godes	Attachi
<u>Test, Billy (1069)</u>		09/08/2023 11:00	AM	Psychothe		Turning P	. Signed	Owens, Shalina				Billing diag.		
Test, Jamie (1206)		09/08/2023 10:00	AM	Psychothe		BACS-OP (Signed	Owens, Shalina				Financial in		
<u>Test, Bell (1046)</u>		09/08/2023 09:00	AM	Mental He		El Hogar	. Signed	Owens, Shalina				Billing diag.		
<u>Test, Bell (1046)</u>		08/29/2023 09:00	AM	Care Mana		FFS-Adult.	. Signed	Owens, Shalina				Unable to fi		
Test, Lawrence (1086)		07/25/2023 09:00	AM	Housing P		APCC-TWO	Show	Owens, Shalina				Unable to fi		
<u>Test, Debra (1103)</u>		07/25/2023 09:00	AM	Housing P		APCC-TWO	Show	Owens, Shalina				Financial in		
<u>Test, Benjamin (1148)</u>		07/25/2023 09:00	AM	Housing P		APCC-TWO	Show	Owens, Shalina				Unable to fi		
<u>Pan, Peter (1024)</u>		07/25/2023 09:00	AM	Housing P		APCC-TWO	Show	Owens, Shalina				Financial in		
Day, Jessica (1009)		07/25/2023 09:00	AM	Housing P		APCC-TWO	Show	Owens, Shalina				Financial in		
<u>Test, Marg (1137)</u>		07/18/2023 09:00	AM	Group Tra		APCC-TWO	Show	Owens, Shalina				Financial in		
<u>Test, Brit (1186)</u>		07/18/2023 09:00	AM	Group Tra		APCC-TWO	Show	Owens, Shalina				Financial in		
Knotts, Don (1080)		07/18/2023 09:00	AM	Group Tra		APCC-TWO	Show	Owens, Shalina				Financial in		
<u>Day, Jessica (1009)</u>		07/18/2023 09:00	AM	Group Tra		APCC-TWO	Show	Owens, Shalina				Financial in		
<u>Test, Barry (1041)</u>		05/16/2023 09:00	AM	Alcohol &		BACS-CW0	Show	Owens, Shalina				Financial in		
Test, Barry (1041)		05/15/2023 09:00	AM	Hypnother		BACS-CW0	Signed	Owens, Shalina				Financial in		

Services(My Office)

Run the Services (My Office) list page to view the Failure to Complete Reason(s):

rvices (168)											Select Action	× ⊈
All Services	Show All Procedure Codes Entered From ted from Claims Only inclu	Includ All Clin	e Do Not Com iicians • Entered i ices with Ad	plete V All P V All S Fo d On Codes	rograms V Fin ervice Entry Staff V All DOS From 09/01/202 Only show Non-Billable S	ancial Assignn Service Areas 22 🛗 💌 DC Services 🗣	nent Apply STo 09/30/2023 Show Only Active	/ Filter				
Client Name		a	Organizatio	al Hierarchy			•					
elect: All, All on Pag	ge, None											
Client Name	DOS	∇	Units	Charge (Rate Id)	Procedure	Status	Clinician	Program	Location	Comment		Failure to Complete Reason(s)
	08/29/2023 9:00 AM	1			Care Management Se	Show	Owens, Shali	FFS-Adult O	Office			Billing diagnosis req
	08/22/2023 11:30 P	M		40.00 (22)	Crisis Intervention S	Show	Duthler, Kristi	APSS-SAC-E	Office			Financial informatio
	08/22/2023 10:00 A	M		<u>147.90 (1</u>	Community-Based W	Show	Trainer, Four	BACS-OP CO	Telehealth			Must have a signed
	08/22/2023 8:00 AM	1		<u>1309.29 (</u>	Psychotherapy for Cri	Show	Duthler, Kristi	APSS-SAC-E	Office			Financial informatio
	08/22/2023 12:00 A	M			Engagement	Show	Duthler, Kristi	APSS-SAC-E	Office			Unable to find a mat.
	08/08/2023 3:00 PM	1			Housing Plan Develo	Show	Draper, Ama	BACS-CWC C	Office			Unable to find a mat
	00/07/2022 2:00 DM	4			Hausing Blan Douala	Chow	Dranor Amo	BACS OWO C	Office			

Failure Reason: Financial information has not been complete for the client

> Double check the Client Account screen please see screenshot below

Account Information		3rd Part	y Payer Inforn	nation			
Client Name	Test, Entry	<u>Plan</u>		Balance	Unbilled An	nt >90 Days	Flagge
Financially Responsible	<u>Test, Entry</u>	Blue Cross	s - Van Nuy	\$19,319.53	\$19,319.53	\$0.00	
Current Client Balance	\$0.00						
Unpaid Services	<u>\$0.00</u>						
Unposted Payments	\$0.00						
ast Statement Sent		Payment	t History Last	30 Days 🗸 🗌 Si	now Client Payme	nts Only	
Payment Arrangement Amount	0	<u>Payer</u>	Date A	mount <u>C</u>	heck# L	<u> Jnposted Amount</u>	
Client Fund Balance	0						
] Internal Collections							
] External Collections							

Services Diagnosis Error (Sac) Report

If you see a failure reason that says Billing Diagnosis Required run the Services Diagnosis Error (sac) report to find the diagnosis error and make the necessary corrections in the Diagnosis Document (client) screen

Service Diagnosis Errors

SACRAMENTO

Program Name	Client Name	clientid	Error Type	First Problem Service	First DX
			First DX Effective Date AFTER Date of Service	7/1/23	7/26/23
			NO DX in Program of Service	7/19/23	
			DX on file is not signed	7/21/23	7/21/23
			First DX Effective Date	8/3/23	8/5/23

Service Corrections

- Services in Show status
 - > Duration / Unit
 - Face to Face time
 - > Documentation
 - ≻ travel
 - Location
 - Mode of delivery
 - Service date
 - Service time
 - > Program
 - > Procedure
 - > Clinician name ***

- > Services in Complete status
 - > Duration / Unit***
 - Face to Face time
 - > Documentation
 - > Travel
 - Location
 - Mode of delivery
 - Service date
 - Service time
 - > Program
 - Procedure***

Service Corrections Cont.

- Complete status
 - If changes are made to the Duration / Unit then email billing team to regenerate the charge
 - > BHS-EHRBilling@saccounty.gov
 - Procedure Code
 - > Can only change if the associate note is the same as the original
 - > Please see Procedure Manual from QM

Service Correction cont.

Changing procedure codes-

- SmartCare allows you to change a procedure code in certain situations
- If you receive the error below you are not able to make this change
 - If the service hasn't been claimed the support team is able to error the original procedure and move the note to a copied procedure which will allow you to change the procedure
 - Email <u>BHS-EHRSupport@saccounty.gov</u> with the following information
 - Client ID
 - Program Name
 - Date(s) of Service
 - Original procedure code
 - Duration of the service provided
 - Practitioner

Service Detai	il	Regenerate	Charge 🕃	🎝 -5 🗈	⊖ ☆ ★ ₿		i 🐣
🚫 You can not s	set a Procedure code w	/hich is associated wi	th a different Ass	ociated Note Io	t l		
Service Detail	Billing Diagnosis	Authorization(s)	_				
Service							
Client	<u>Test, Entry</u>	Status	Show 🗸	Start Date	09/22/2023 🛅 🔻	Program	xxxxSa
Procedure	TCM/ICC	~	Modifier	Start Time	9:00 AM	Face to Face Time	50
Clinician Name	Saldivar, Sarah	\sim				End Date	09/22

Important Information Regarding a Discharge

- When client's treatment has ended or based on QM requirements for your program
- Make sure that all of the required elements are completed before completing the discharge
- > Be sure to choose correct program
- Please watch the CalMSHA training video posted in the Billing Documentation section of CalMSHA's webpage
- SUPT providers must complete the CalOMS Update/Discharge prior to the Discharge
- To see a demonstration of the Discharge Summary screens, click on link below
 <u>https://2023.calmhsa.org/clinical-documentation/</u>

Discharge Information Continue

- When choosing a discharge reason please refer to the Discharge Option document provided by Quality Management (QM)
 - <u>https://dhs.saccounty.gov/BHS/Documents/Provider-</u> <u>Training/dischargeoptions.pdf</u>

How can I get additional help?

- **CalMHSA LMS Trainings-** CalMHSA has provided many training videos
- and materials on their webpage https://2023.calmhsa.org/ .There
- are interactive training videos as well as training guides which can be
- printed out and referenced
- >BHS EHR Team can be contacted by e-mail and phone.
 - E-mail: <u>BHS-EHRSupport@SacCounty.gov</u>
 - Phone: 916-876-5806.

Additional Support

- **BHS EHR Training-** Contact for training registration or account updates
 - bhs-ehrtrainingreg@saccounty.gov
- **BHS EHR Billing-** Contact for billing or claiming questions
 - BHS-EHRBilling@saccounty.gov
- >Quality Management-Contact for documentation questions
 - <u>QMInformation@saccounty.gov</u>
- Quality Management Staff Registration-Contact for license updates
 - DHSQMStaffReg@saccounty.gov

