

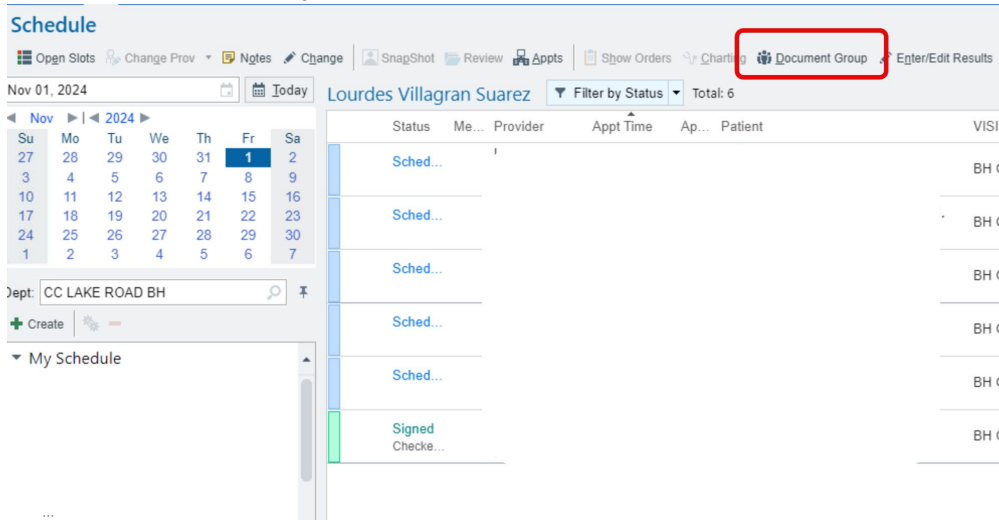
Title: Group Documentation Guide
 Last Reviewed: 11/1/2024

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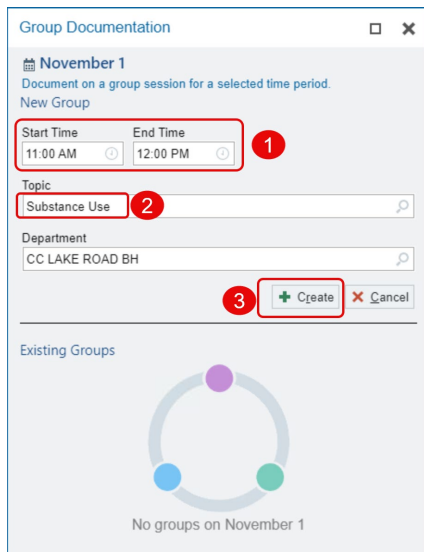
Opening the Group from the Schedule

1. Click “Document Group” from your schedule



2. Create the Group

1. Enter the start time and the end time the group was scheduled
2. Choose the appropriate topic
3. Click “Create”



3. Add Attendees and Create the Group note

BH Group Documentation

1. Click the green plus sign to add members to the group. *Only add clients who attended!
 - i. If a client isn't listed on your schedule, but is in the group, you can schedule the client for the correct time on your schedule, and then be sure to request for the support staff to update the roster.
 1. Rosters must remain updated in order to have the correct clients listed.
2. Click the X to remove people if needed
3. Click add me to add yourself as facilitator, you can add others if necessary
4. Fill out all the pink variables
5. Click "Continue"

Group Documentation

Substance Use 11:00 AM to 12:00 PM in CC LAKE ROAD BH

Filter Patients

Attendees 1

Zzzlehman, Jason
43 year old female

More Patients 7

Facilitators

ZZZCAMACHO, ADOLFO

Group Note

Number of Participants in Group: NUMBERS 1-24 -

GROUP Name: ***

Description of Intervention/EBP used: ***

Charting Each Client

1. The first client will open on the group documentation activity. The client you are working on is visible in the top left corner.
 - a. Deleting everything below the blue highlighted text at the top of the note. Then use the .CCBHGROUPEINDIVIDUAL dotphrase. Click "sign when signing visit" done with your note.
 - b. *** Make sure you say "yes" to the SUD question if this is a SUD group!!

BH Group Documentation

My Note - Activity Therapy

Number of Participants in Group: 18

GROUP Name: asdf

Description of Intervention/EBP used: asdfas 1

Is SUD indicated for this chart note? Yes/No

Client Participation and Response to today's Intervention(s): ***

Progress toward meeting objectives addressed today: ***

HOMEWORK: YES*** NO 2

Pend Sign when Signing Visit Sign Cancel

2. Episode and Chief Complaint

1. Make sure there is an SA10 episode and it is linked
2. Click Chief Complaint
3. Add "group counseling" (you can use the wrench to make it a quick button!)

Episodes Chief Complaint Goals Quick Questions Visit Diagnosis

Episodes

+ New Episode

Linked	Name
<input checked="" type="checkbox"/>	SA10 BMMH

Type: BMMH Noted: 11/1/2024

Chief Complaint

Chief Complaint

Add a new reason 3 + Add

case Safety Plan

Group Counseling

3. Quick Questions

BH Group Documentation

1. Click “quick questions”
2. Enter the appropriate program area
3. Enter the appropriate place of service
4. When finished click “close”
5. Use the wrenches to make quick buttons!!

Episodes Chief Complaint Goals **Quick Questions** Visit Diagnoses

test 1 + Assessment
Notes To be achieved by test, with a specific plan of test.
View Past Values

Quick Questions Collapse All

PROGRAM AREA

Answer 2 Comment

Visit Program Area: DUII Treatment Court

INTERPRETER

Answer Comment

Interpreter for Today's Visit?

How did the interpreter attend this visit?

Refusal Reason 5

OCHIN BHMH QUESTIONNAIRE

Answer 3 Comment

Place of Service: CC TREATMENT COURT PROG...

Restore 4 Close Previous Next

4. Diagnosis

- 1) Click on the “add dx” button in the bottom tray on the left
- 2) Make sure the blue diamond is next to right dx. Click to move the blue diamond if needed.
 - a. Mental Health group = mental health dx
 - b. SUD Group = SUD dx

Visit Diagnoses

1 2

Generalized anxiety disorder

Substance use disorder

Common Previous Problems

Search for new diagnosis

6. Add a LOS

BH Group Documentation

- i. Click on the Level of service button in the bottom right area
- ii. Click on your group quick button (email epic support if you need a button!)
- iii. Add the start and end time the client you are charting on attended the group.

Level of Service

25 + Add Modifier

+ Add E/M Code

Start time: 3 End time:

Authorizing provider: ZZZCAMACHO, ADOLFO

Calculate LOS based on time

Telehealth mode: In Person

Total time (min):

Estimated time: + 47 Minutes

Level of Service

Peer group 2

1 LEVEL OF SERVICE

7. Check for errors and sign the visit
 - i. If you forgot something a red error will appear at the top. Click the link to fix the error and then click refresh.
 - ii. When there are no errors click “sign and next” to go to the next client in the group.
 - iii. Repeat the above for each client.
 - iv. Congratulations you charted your group in EPIC!!!!

Sign Addendum This Visit Assessment Notes

Route

+ My List + PCP + Care Team

Enter recipients

Refresh

Highly Recommended

The following question(s) require an answer:

Visit Program Area

Recommended

No additional encounter notes found.

No additional encounter notes found.

All issues are optional.

Sign and Next

v.

BH Group Documentation

Supportive Information

Written by: EHR Support and BH QI/QA

Reviewed by: BH QI/QA

Review Cycle: As needed