

How to Add Signatures 3 and 4 to an Assessment

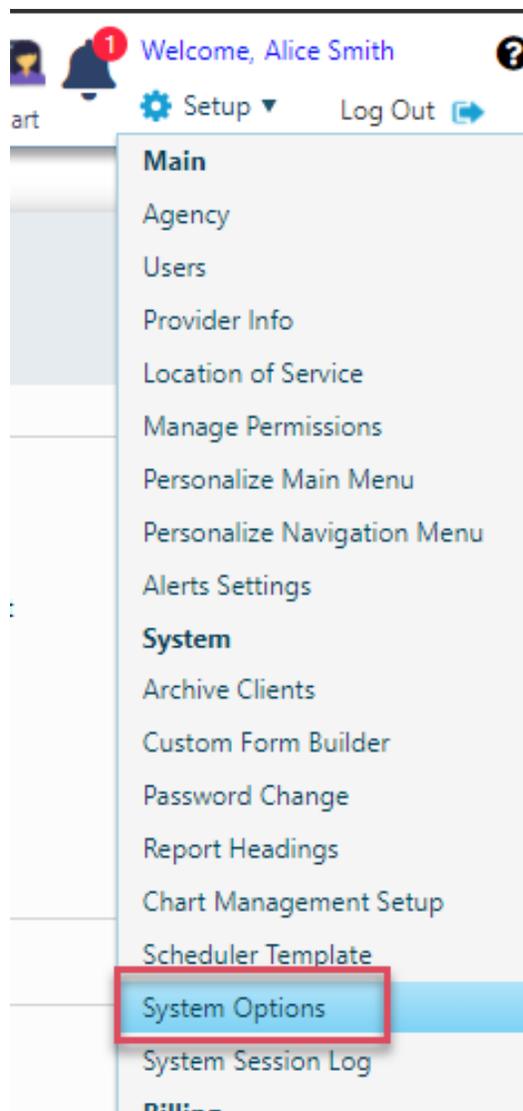
Question: How can we add a 3rd and 4th signature to our print assessments?

Set Conditions: The Super Admin is the only user who has the level of access to modify System Options.

Solution:

Action to be taken by Super Admin

1. After logging in the Super Admin will need to open System Option under the Setting menu found on the ribbon



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2. Edit one or both the Name and Title found in the System Option module then save

The screenshot shows the 'Setup > System Options' window in the AccuCare software. The 'General' tab is selected. The 'Number of signature lines' is set to 4. The configuration for signature lines 3 and 4 is shown in a red box with a double-headed arrow pointing to the input fields. The fields are:

- Name - signature line 3: Albert Smith
- Title - signature line 3: Clinical Director
- Name - signature line 4: Dr. Tom Smith
- Title - signature line 4: Medical Evaluator

Other options include Default Assessment Type (Adult), Default Treatment Plan Type (Adult), Default System Questionnaire Type (GPRA - Intake), Carry Over to Assessment (Y), Carry Over to Follow-up (Y), and Disable SSN (N). Buttons for Edit, Save, Cancel, and Exit are at the bottom.

Action to be taken by Users

1. When a user prints out their assessment they will be able to print or preview up to 4 signatures.

The screenshot shows the 'Report Options' dialog box in the AccuCare software. The 'Number of Signature Lines' is set to 4. The 'Select Report' dropdown is set to 'Narrative Report'. The following options are checked:

- Presenting Situation
- Medical Status
- Employment/Support Status
- Drug/Alcohol Use
- Legal Status
- Family History
- Family/Social Relationships
- Psychiatric Status
- Mental Health Status Exam
- Spirituality
- Free Time/Values
- Relapse Triggers
- Interviewer's Assessment
- Diagnostic Impression
- Recommendation For Treatment

Buttons for Export (Old Version), Preview, Print, and Close are at the bottom.

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2. Your last page will look similar to this screenshot

has been not at all bothered by alcohol or drug problems during the past 30 days. He said he does not see a need for alcohol or drug treatment.

LEGAL STATUS

Mr. Avid reported being charged with no crimes during his life.

INTERVIEWERS ASSESSMENT

The client is willing to continue with counseling. After a further review, it is recommended in-house intervention be implemented.

DIAGNOSTIC IMPRESSION

Diagnosis
F02.81 (DSM-5) (ICD-10) Major neurocognitive disorder due to Huntingtons disease, With behavioral disturbance

RECOMMENDATION FOR TREATMENT

The client is willing to continue with counseling. After a further review, it is recommended in-house intervention be implemented.

Alice Smith Counselor	Date
Larry Checkson Senior Clinician	Date
Albert Smith Clinical Director	Date
Dr. Tom Smith Medical Evaluator	Date

42 CFR Part 2 applies to any individual or entity that is federally assisted and holds itself out as providing, and provides, alcohol or drug abuse diagnosis, treatment or referral for treatment (42 CFR § 2.11). Most drug and alcohol treatment programs are federally assisted.

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For additional questions, contact AccuCare Support at 800-324-7966 or email support@orionhealthcare.com and we will be happy to assist you!