

Session Type Setup

Creating Session Types: Prior to creating your first Progress Notes go to Setup down to Clinical then to Session Types.

The screenshot displays the AccuCare EHR and Billing System interface. At the top, a navigation bar includes the AccuCare logo, a user profile icon, and a series of icons for Profile, Intake, Diagnosis, Adm/Dis, Scheduler, Notes, Rec Suprt, TxPlans, Screening, Chart, and Forms. On the right side of the navigation bar, it says "Welcome, Ron Alai" and includes a "Setup" dropdown menu and a "Log Out" button. A red arrow points to the "Setup" dropdown menu. The main dashboard area is divided into four sections: "Main", "Other Tools", "Clinical", and "Reports". Each section contains several icons representing different functions. A second red arrow points to the "Session Types" option in the "Setup" dropdown menu, which is highlighted with a blue background and a mouse cursor.

- Setup Menu:**
 - Main
 - Agency
 - Users
 - Provider Info
 - Location of Service
 - Manage Permissions
 - Personalize Navigation Menu
 - System**
 - Archive Clients
 - Custom Form Builder
 - Password Change
 - Report Headings
 - Scheduler Template
 - System Options
 - System Session Log
 - Billing**
 - Business Info
 - Services
 - Provider Info
 - Payer
 - Contract Rates
 - Accounting Codes
 - Clinical**
 - Client Categories
 - Follow-up Setup
 - Group Setup
 - Level of Care
 - Placement Domains
 - Treatment Service Review
 - Referral Letters
 - Session Types**
 - Decision Support

Session Type Setup

1. Click the "Add" button.

AccuCare
Behavioral Practice Management System

Setup > Add, Edit or Delete Type of Session

Existing Session Types:

Select	Session Type Code	Session Type Description	Hourly Rate (\$)	NDW Export	Archived
<input checked="" type="radio"/>	104	DUI Follow-Up	50.00	No	No
<input type="radio"/>	105	DUI Evaluation	100.00	No	No
<input type="radio"/>	1070	Gambling Admission (Intake)	125.00	No	No
<input type="radio"/>	1071	Gambling Assessment	100.00	No	No
<input type="radio"/>	1072	Gambling Outpatient Group	28.00	No	No
<input type="radio"/>	1073	Gambling Individual	100.00	No	No
<input type="radio"/>	1150	FAC Assessment	0.00	No	No
<input type="radio"/>	1152	FAC Individual	0.00	No	No
<input type="radio"/>	1205	Youth Assessment	100.00	No	No
<input type="radio"/>	125	Jail Evaluation	250.00	No	No

Session Type Code: Hourly Rate: \$ Service Code: NDW Export: Archived:

Session Type Description:

1

2. Enter a Session Type Code, Hourly Rate, Service Code (if you have subscribed to Billing) and Session Type Description.
3. Click the "Save" button.

AccuCare
Behavioral Practice Management System

Setup > Add, Edit or Delete Type of Session

Existing Session Types:

Select	Session Type Code	Session Type Description	Hourly Rate (\$)	NDW Export	Archived
<input checked="" type="radio"/>	104	DUI Follow-Up	50.00	No	No
<input type="radio"/>	105	DUI Evaluation	100.00	No	No
<input type="radio"/>	1070	Gambling Admission (Intake)	125.00	No	No
<input type="radio"/>	1071	Gambling Assessment	100.00	No	No
<input type="radio"/>	1072	Gambling Outpatient Group	28.00	No	No
<input type="radio"/>	1073	Gambling Individual	100.00	No	No
<input type="radio"/>	1150	FAC Assessment	0.00	No	No
<input type="radio"/>	1152	FAC Individual	0.00	No	No
<input type="radio"/>	1205	Youth Assessment	100.00	No	No
<input type="radio"/>	125	Jail Evaluation	250.00	No	No

Session Type Code: Hourly Rate: \$ Service Code: NDW Export: Archived:

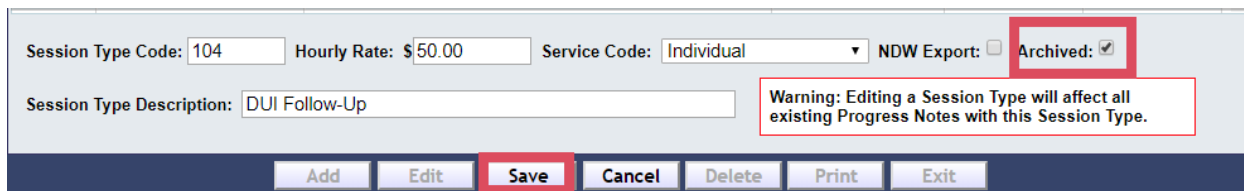
Session Type Description:

2 **3**

Session Type Setup

Archive Session Type:

Archiving Session Types allows you to temporarily stop usage of a particular Session Type in Progress Notes while still retaining that Session Type's information.



The screenshot shows a web form for editing a session type. The fields are: Session Type Code: 104, Hourly Rate: \$50.00, Service Code: Individual, NDW Export: , and Archived: . The Session Type Description is DUI Follow-Up. A warning message states: "Warning: Editing a Session Type will affect all existing Progress Notes with this Session Type." At the bottom, there are buttons for Add, Edit, Save, Cancel, Delete, Print, and Exit. The Save button is highlighted with a red box.

1. Click the corresponding button to the Session Type you wish to edit.
2. Click the "Edit" button.
3. Then check the "Archive" box.
4. Click the "Save" button.

Edit Session Type:

1. Highlight the row by clicking on the Session Type you wish to edit.
2. Click the "Edit" button
3. Edit the "Session Type Code", "Hourly Rate", "Archived" and/or "Session Type Description" as desired.
4. Click the "Save" button.

Delete Session Type:

1. Highlight the row by clicking on the Session Type you wish to delete.
2. Click the "Delete" button.
3. A prompt will appear asking "Are you sure you want to Delete the selected Session Type?"
4. Click the "OK" button to delete the Session Type.

Note: When a Session Type is deleted, the database will not completely purge the Session Type from the system. All Progress Notes and Scheduler Events that were saved with the deleted Session Type will still retain the information regarding that Session Type.

Deleting a session type and creating a new session type with the same code as the deleted session type will not assign the progress notes originally assigned to the deleted session type to the new session type. Reusing a code is not recommended. **Use the archival feature for better session type management.**