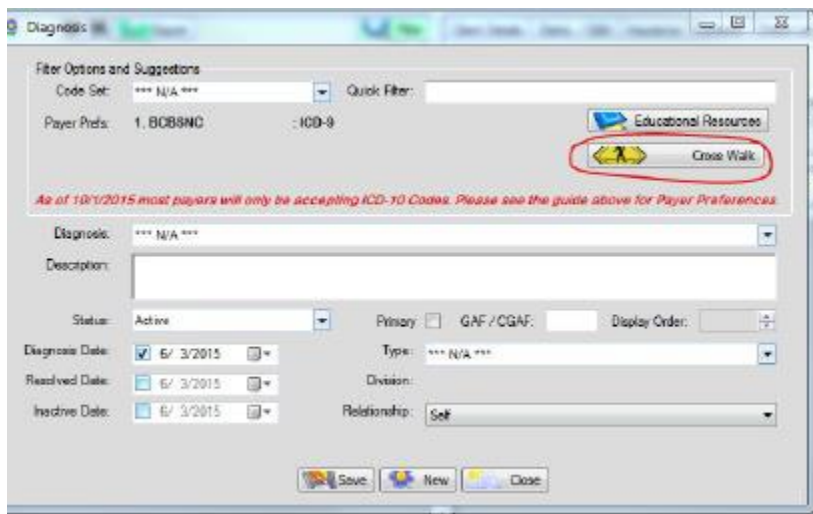


ENTERING A DX IN YOUR NOTES

1. Go to the uppermost tab at the top toolbar named "UTILITIES". When the drop-down box appears, select "PUBLIC DOCUMENTS"; when the new template appears, you will see about 2/3 down the list of selections named "2015 DOCUMENTATION ICD-10", click on that selection and selections appear at the lower part of the template and select "APPROVED CODES" and click on that. It will take a moment as this doc is in Excel.
2. Select a diagnosis in the blue – either dark or light blue. The most common dx's are the depression, anxiety and adjustment disorders. Get the ICD-10 code listed to the left of the dx you've selected. Remember or write down the code, i.e., F43.21.
3. Press the 'X' and exit the Approved Codes list and press the exit twice. You will be back in your client's profile. Click on the "DIAGNOSIS" tab to the right of the "CLIENT PROFILE" tab.
4. When you are in the "DIAGNOSIS" template, click on the "NEW TEMPLATE" tab.
5. There will be a very small template asking you to "Quick Filter"; click on cancel.
6. The template below will appear.



7. Enter the ICD-10 code you've selected in the 'QUICK FILTER' box and tab; then go to the 'DIAGNOSIS' box where the N/A is; drop down the tab and select the appropriate dx diagnosis.
8. Then it is VITAL to change to 'DIAGNOSIS DATE' in the lower left hand corner of the template; then check the 'PRIMARY' box; SAVE and CLOSE.