

Medication Review & Psychiatric Evaluations

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Adding a Medication Review Note

- Click on the **Medications** link in the Main Menu on the left side of the screen.
- Click on the **Consumer Medication Review Notes** link to the right of the Main Menu.
- Search for the Client.
- Once the Client is found, click the **Medication Review Notes** link to the right of the Client's information.

Back Home Logout Help messages Select a Consumer

Please type in consumer's last name and first initial and press SEARCH to locate the consumer. You may wish to use partial name if you are not sure about the spelling.

If you cannot find the consumer by name, you may type in any other available data to locate the consumer.

Consumer Last Name	Consumer First Name	AKA or Other Information
<input type="text"/>	<input type="text"/>	<input type="text"/>
Consumer ID	Social Security No.	Birth Date (mmddyy)
<input type="text" value="15"/>	<input type="text"/>	<input type="text"/>
CMHSP Case #	<input type="text"/>	
		<input type="button" value="SEARCH"/>

1 Consumers

Last Name	First Name	Consumer ID	Case #	Social Security	Birth Date	
Test (MON)	Client	15		111-11-1115		Medication Review Notes

- Click the **Add Medication Review Note** link to add a new Medication Review Note.

Attending Psychiatrist: [lookup](#) [Clear](#)
 Resident Psychiatrist: [lookup](#) [Clear](#)
 Medication Review Date: On or After On or Before
 Status: All Pending Waiting for Signature Signed [SEARCH](#)

1 Medication Review Notes

Date	Attending Psychiatrist	Resident Psychiatrist	Status	
05/01/2005	UNKNOWN FORMER STAFF		Pending	Add Medication Review Note Change View Copy Print Medication Review Note

- Enter the following information:
- **Page 1**
 - Date – Enter the date of the note
 - Attending Psychiatrist – Use the [lookup](#) button to search for the attending Psychiatrist. Once found click on the Psychiatrist’s name, it will appear in blue.
 - Resident Psychiatrist – Use the [lookup](#) button to search for the Resident Psychiatrist. Once found click on the Psychiatrist’s name, it will appear in blue.
 - Clinical Nurse Practitioner - Use the [lookup](#) button to search for the Clinical Nurse Practitioner. Once found click on the Nurse’s name, it will appear in blue.
 - Primary Care Physician – Encompass will automatically enter the name of the Primary Care Physician if known.
 - Client’s Statement – Enter the Client’s statement in the text field provided.
 - Current Clinical Status – Enter the current clinical status in the text field provided.
 - Psychotropic Medication/Dose/Frequency – Encompass will automatically list the Client’s current prescription(s).
 - Medication Compliance – Indicate the Client’s compliance
 - Substance Abuse – Enter the substance abuse information as it pertains to the Client. If the Client denies substance abuse, place a check mark in the box labeled “Consumer Denies”.
 - Side Effects – Enter any side effects the Client is experiencing. If the Client denies experiencing any side effects, place a check mark in the box labeled “Consumer Denies”
 - Medical Illnesses – Enter the Client’s medical illnesses, if the Client does not have any medical illnesses place a checkmark in the box labeled “None”.

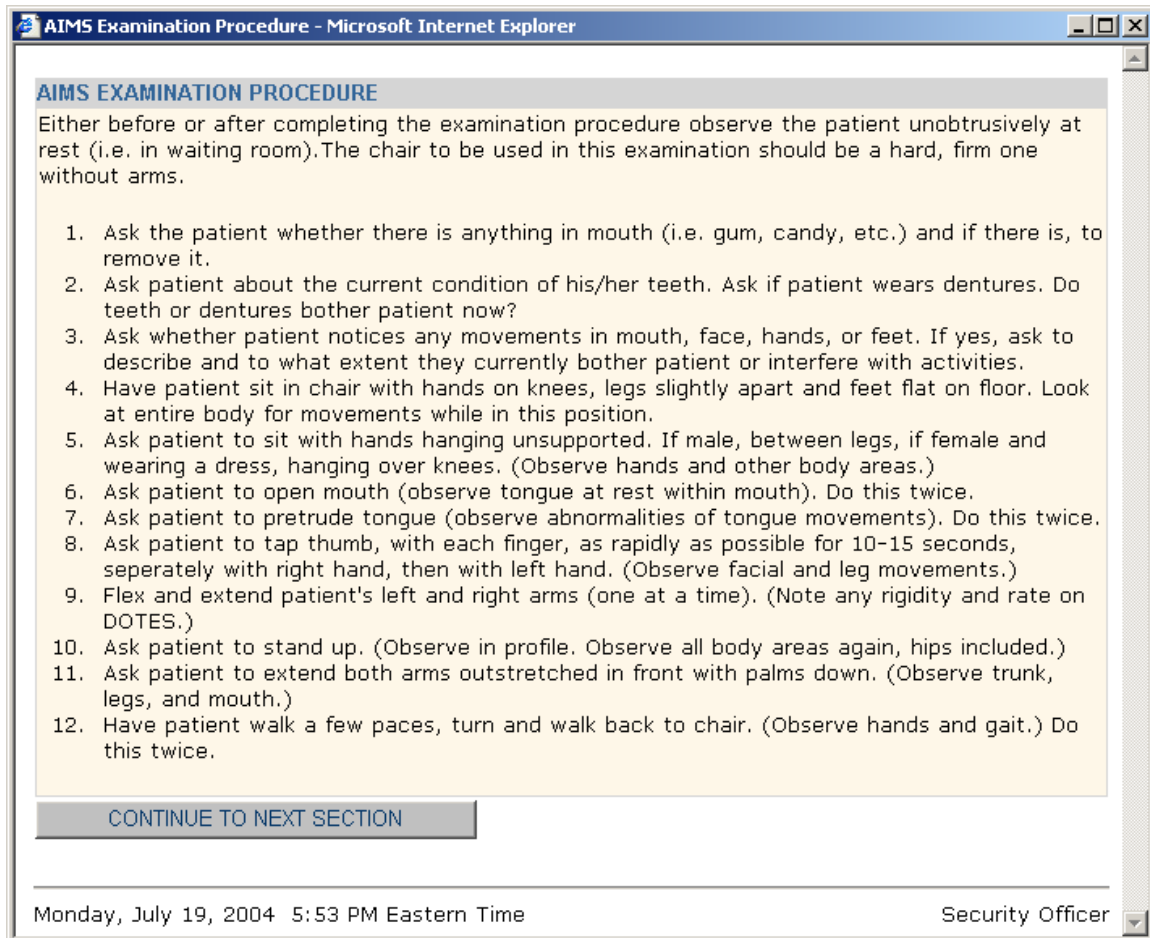
- Allergies – Enter the Client’s known drug allergies. If the Client does not have any known allergies, place a checkmark in the box labeled “No known Drug Allergies”.
- Other Medications (from other providers, OTC, vitamins, and herbal remedies) – Enter any other medication the Client is currently taking. Either type the name of the medication in the box indicated, or use the **lookup** button to search the drug catalog. If the Client indicates he/she is no longer taking a medication, place a checkmark in the “Discontinue” column.
- Appearance – Indicate the Client’s appearance
- Speech – Indicate the rate, rhythm, and volume of the Client’s speech.
- Manner – Indicate the Client’s manner
- Kinetics – Indicate the Client’s kinetics
- Mood (Client’s Statement) – Enter the mood of the Client as reported by him/her.
- Affect – Indicate the Client’s affect.
- Click the **✓ Spell Check** button to spell check Page 1.
- Click the SAVE AND CONTINUE TO PAGE 2 button to save Page 1 and continue to Page 2. You may also use the index on the left-hand side of the screen to navigate the Medication Review Note.
- **Page 2**
 - Thought Process – Check all that apply.
 - Hallucinations – Check all that apply.
 - Delusions – Check all that apply.
 - Other - Check all that apply.
 - SI/Plan – Enter the Client’s SI or Plan. If the Client denies place a checkmark in the box labeled “Consumer Denies”.
 - HI/Plan – Enter the Client’s HI or Plan. If the Client denies, place a checkmark in the box labeled “Consumer Denies”.
 - Orientation – Enter the Client’s orientation
 - Insight – Enter the Client’s insight
 - Judgment – Enter the Client’s judgment
 - Grooming and Hygiene – Indicate the Client’s appearance
 - Blunted Affect – Indicate the Client’s blunted affect, if any.
 - Depressive Mood – Indicate the Client’s depressive mood, if any.
 - Guilt Feelings – Indicate the Client’s guilt feelings, if any
- Click the **✓ Spell Check** button to spell check Page 2

- Click the SAVE AND CONTINUE TO PAGE 3 button to save Page 2 and continue to Page 3. You may also use the Index on the left-hand side of the screen to navigate the Medication Review Note.
- **Page 3**
 - Increased Latency of Response – Indicate whether there is a delay in the Client’s response
 - Excitement – Indicate whether Client appears excited
 - Anxiety – Indicate the level at which the Client is experiencing anxiety, if any.
 - Relationships with Friends and Peers – Indicate whether the Client is able to form friendships with others.
 - Conceptual Disorganization – Indicate the degree of speech incomprehensibility.
 - Suspiciousness – Indicate whether the Client is suspicious of others
- Click the SAVE AND CONTINUE TO PAGE 4 button to save Page 3 of the note and continue to Page 4. You may also use the index on the left-hand side of the page to navigate through the Medication Review Note.
- **Page 4**
 - Unusual Thought Content – Indicate the severity of delusions of any type.
 - Hallucinatory Behavior – Indicate perceptions in absence of identifiable external stimulus experienced during the last week.
 - TOTAL FOR ALL ITEMS – Use the CALCULATE button to calculate the Client’s total.
 - AIMS Worksheet – If the worksheet has been completed the system will state yes, if the worksheet has not been completed the system will indicate NO. To complete the AIMS Worksheet, click the **Complete Worksheet** link. For further instructions on using the AIMS worksheet please see page 5 for complete instructions.
 - Impressions – Enter impressions.
 - Clinical Status – Indicate the Client’s clinical status
 - Medication – Indicate whether the Client will continue medication(s) as prescribed, change medication(s) or is beginning medication(s).
 - Plan – Enter the Plan
 - Most Recent Labs – Enter the Client’s most recent lab testing.
 - Lab Orders – Indicate whether the lab orders were written or reviewed with Client.
 - Return visit in ___ weeks – Enter the number of weeks before the return visit.
 - Diagnosis – The Client’s current diagnosis will appear, if there is a change in the diagnosis, use the **lookup** to search for the appropriate diagnosis code.

- o Signature – Enter your Encompass password in the Signature field to sign this Medication Review Note. **Do not sign the note until it is complete.**
- Click **SAVE** to save the Medication Review Note.
- Click **SAVE & CONTINUE TO SAL** to save the note and be automatically taken to the Service Activity Log.

AIMS Worksheet

- Click the *Complete Worksheet* link on page 4 of the Medication Review Note.
- A new window will open:



- Follow the instructions on-screen and click the **CONTINUE TO NEXT SECTION** button
- Enter the scores for each category
 - o Muscles and Facial Expression
 - o Lips and Perioral Area
 - o Jaw

- Tongue
- Click the SAVE & CONTINUE TO NEXT SECTION
- Enter the scores for each category
 - Upper (arms, wrists, hands, fingers)
 - Lower (legs, knees, ankles, toes)
 - Neck, shoulders, hips
- Click the SAVE & CONTINUE TO NEXT SECTION
- Enter the scores for each category.
 - Severity of abnormal movements
 - Incapacitation due to abnormal movements
 - Patient's awareness of abnormal movements
 - Current problems with teeth and/or dentures – Indicate yes or no
 - Does patient usually wear dentures – Indicate yes or no
- Click the UPDATE SCORE AND CLOSE WINDOW

Editing or Viewing a Medication Review Note

A Medication Review Note can only be changed if it has not been signed.

- Click on the **Medication** link in the Main Menu on the left side of the screen.
- Click on the **Consumer Medication Review Notes** link to the right of the Main Menu.
- Search for the Client.
- Once the Client is found, click the **Medication Review Notes** link to the right of the Client's information.

Back **Home** **Logout** **Help** messages Select a Consumer

Please type in consumer's last name and first initial and press SEARCH to locate the consumer. You may wish to use partial name if you are not sure about the spelling.

If you cannot find the consumer by name, you may type in any other available data to locate the consumer.

Consumer Last Name	Consumer First Name	AKA or Other Information
<input type="text"/>	<input type="text"/>	<input type="text"/>
Consumer ID	Social Security No.	Birth Date (mmddyy)
<input type="text" value="15"/>	<input type="text"/>	<input type="text"/>
	CMHSP Case #	<input type="text"/>
		<input type="button" value="SEARCH"/>

1 Consumers

Last Name	First Name	Consumer ID	Case #	Social Security	Birth Date	
Test (MON)	Client	15		111-11-1115		Medication Review Notes

- Click the **Change** link to edit the Medication Review Note. Click the **View** link to read the Medication Review Note.

Attending Psychiatrist: [lookup](#) [Clear](#)
 Resident Psychiatrist: [lookup](#) [Clear](#)
 Medication Review Date: On or After On or Before
 Status: All Pending Waiting for Signature Signed [SEARCH](#)

1 Medication Review Notes

Date	Attending Psychiatrist	Resident Psychiatrist	Status	Add Medication Review Note
05/01/2005	UNKNOWN FORMER STAFF		Pending	Change View Copy Print Medication Review Note

Printing Medication Review Note

- Click on the **Medication** link in the Main Menu on the left side of the screen.
- Click on the **Consumer Medication Review Notes** link to the right of the Main Menu.
- Search for the Client.
- Once the Client is found, click the **Medication Review Notes** link to the right of the Client's information.

[Back](#) [Home](#) [Logout](#) [Help](#) messages Select a Consumer

Please type in consumer's last name and first initial and press SEARCH to locate the consumer. You may wish to use partial name if you are not sure about the spelling.
 If you cannot find the consumer by name, you may type in any other available data to locate the consumer.

Consumer Last Name	Consumer First Name	AKA or Other Information
<input type="text"/>	<input type="text"/>	<input type="text"/>
Consumer ID	Social Security No.	Birth Date (mmddyy)
<input type="text" value="15"/>	<input type="text"/>	<input type="text"/>
	CMHSP Case #	SEARCH
	<input type="text"/>	

1 Consumers

Last Name	First Name	Consumer ID	Case #	Social Security	Birth Date	
Test (MON)	Client	15		111-11-1115		Medication Review Notes

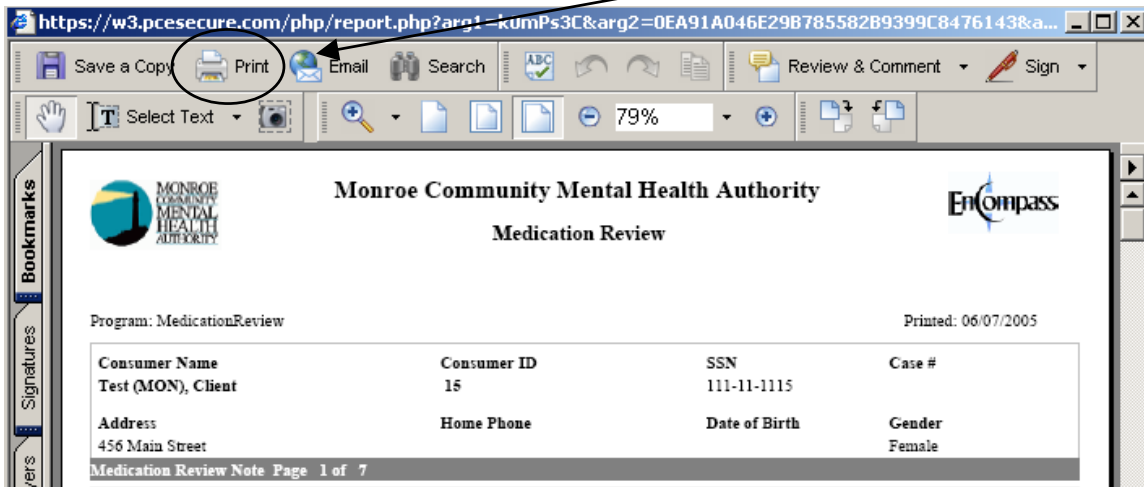
- Click the ***Print Medication Review Note*** link to the right of the Note you wish to print.

Attending Psychiatrist:
 Resident Psychiatrist:
 Medication Review Date: On or After On or Before
 Status: All Pending Waiting for Signature Signed

1 Medication Review Notes

Date	Attending Psychiatrist	Resident Psychiatrist	Status	
05/01/2005	UNKNOWN FORMER STAFF		Pending	Add Medication Review Note Change View Copy Print Medication Review Note

- A separate window will open with a “Processing Request” message. The Medication Note will appear in a “printer friendly” format. Click the Printer Icon to send the note to the Printer.



Adding a Client Injection Prescription

- Click on the ***Medications*** link in the Main Menu located on the left-hand side of the Home screen.
- Click on the ***Client Prescriptions*** link to the right of the Main Menu.
- Search for the Client

- Once the Client is found, click the **Prescriptions** link to the right of the Client's information.

Back Home Logout Help messages Select a Consumer

Please type in consumer's last name and first initial and press SEARCH to locate the consumer. You may wish to use partial name if you are not sure about the spelling.

If you cannot find the consumer by name, you may type in any other available data to locate the consumer.

Consumer Last Name	Consumer First Name	AKA or Other Information
<input type="text"/>	<input type="text"/>	<input type="text"/>
Consumer ID	Social Security No.	Birth Date (mmdyy)
<input type="text"/>	<input type="text"/>	<input type="text"/>
	CMHSP Case #	SEARCH
	<input type="text"/>	

1 Consumers

Last Name	First Name	Consumer ID	Case #	Social Security	Birth Date	
Test (MON)	Client	15		111-11-1115		Prescriptions

- The Client's Drug Prescription List is displayed; click the **Add Injection Prescription (Physician)** link.

Prescriptions active as of: SEARCH

To view older or inactive prescriptions, clear the above date or change it to fall within the active period of the prescription.

1 Prescriptions

Prescribe Date	Expiration Date	Drug	Prescribed By	Qty Prescribed	Status	
05/19/2005	05/19/2006	HALDOL DECONATE 12.5 MG Dosage: 12.50mg every 1 weeks	Michael Harding	52	Approved	Add Prescription Add Injection Prescription Add Prescription (Physician) Add Injection Prescription (Physician) View Early Terminate Renew Renew (Physician)

Instructions:
Take 12.50mg every 1 weeks

- Enter the following information:
 - Drug – Use the **lookup** to search the “Medication Cabinet” for the correct drug. Enter the name of the drug, and click the SEARCH button. Once found click on the name of the drug (it will appear in Blue)
 - Number of Refills – Enter the number of refills allowed for this prescription.
 - Prescribe Date – Encompass will automatically enter the current day's date. If this date is incorrect enter the correct date.
 - Dosage – Enter the dosage of the drug.
 - Frequency – Enter the frequency
 - Signature – Enter your Encompass password to approve this prescription.
- Click the **SAVE** button.

Adding Psychiatric Evaluation

- Click the **Medications** link in the Main Menu. The Main Menu is located on the left-hand side of the Home screen. The Home screen is accessible by clicking the **Home** button in the upper left-hand corner of Encompass.
- Click the **View Psychiatric Evaluations** link to the right of the Main Menu.
- Search for the Client
- Click the **Initial Psychiatric Evaluations** link to the right of the Consumer's name.

Back Home Logout Help messages Select a Consumer

Please type in consumer's last name and first initial and press SEARCH to locate the consumer. You may wish to use partial name if you are not sure about the spelling.

If you cannot find the consumer by name, you may type in any other available data to locate the consumer.

Consumer Last Name: Consumer First Name: AKA or Other Information:

Consumer ID: Social Security No.: Birth Date (mmddyy):

MHSP Case #:

1 Consumers

Last Name	First Name	Consumer ID	Case #	Social Security	Birth Date	
Test (MON)	Client	15		111-11-1115		Initial Psychiatric Evaluation

- Click the **Add Psychiatric Evaluation** link.

Back Home Logout Help messages Initial Psychiatric Evaluation List

Consumer Name: Test (MON), Client Consumer #: 15 SSN: 111-11-1115 DOB: Gender: Female Case #:

Current Status

Washenaw	Livingston	Monroe	Lenawee
No Admission	No Admission	Active	No Admission

[View Current Eligibility/Insurance Information](#)

0 Record(s)

Evaluation Date	Psychiatrist	Clinical Nurse Specialist	Status
			Add Psychiatric Evaluation

- Enter the following information:
 - Date of Evaluation – Enter the date of the Psychiatric Evaluation.
 - Psychiatrist – Click the **lookup** button to search Encompass for the correct Psychiatrist.
 - Clinic Nurse Specialist – Click the **lookup** button to search Encompass for the correct Clinic Nurse Specialist.
 - Primary Care Physician – Enter the name of the Consumer's Primary Care Physician, if known.
 - Presenting Problem(s)/Disability – Enter the Consumer's presenting problem(s) and/or disability.
 - History of Present Illness – Enter the Consumer's history of present illness.

- MH Treatment History – Enter the Consumer’s mental health treatment history. If the Consumer denies past treatment, place a checkmark in the check box labeled, “Consumer denies MH Treatment”
- SA Treatment History – Enter the Consumer’s substance abuse treatment history. If the Consumer denies past treatment, place a checkmark in the check box labeled, “Consumer denies SA Treatment”
- Current Medical Problems – Enter the Consumer’s current medical problems.
- Last PCP Effective Date – Encompass will automatically enter the date of the last effective PCP.
- CMHSP Prescribed Medications – A list of the Consumer’s current prescribed medications will be displayed.
- Other Medication – A list of any other of the Consumer’s medications will be displayed. If Consumer reports that he/she is no longer taking the medication, place a checkmark in the check box labeled “Discontinue”. Enter any additional medications in the field provided.
- Drug Allergies and Reactions – Enter any know drug allergies and reactions.
- Family History of Mental Illness and Substance Abuse – If the Consumer has family members with a history of Mental Illness and/or Substance Abuse enter the Family Member, whether it is MI or SA or Both, and the Diagnosis. If no family history exists, place a checkmark in the box labeled “No Family History”.
- Family/Friend History of Suicidal Behaviors – Enter any history of suicidal behavior by friends or family. If no history exists, place a checkmark in the box labeled “No History”.
- Social History – Enter the Consumer’s social history.
- Appearance – Indicate the Consumer’s appearance.
- Speech – Indicate whether the Consumer’s speech (rate, rhythm, and volume) is increased, decreased or normal.
- Eye Contact – Indicate whether the Consumer’s eye contact is good, fair or poor.
- Manner – Indicate the Consumer’s manner.
- Kinetics – Indicate the Consumer’s kinetics.
- Mood (Client’s Statement) – Enter the mood of the Client as indicated by him/her.
- Affect – Indicate the Consumer’s affect.
- Thought Process – Check all that apply
- Hallucinations – Check all that apply
- Delusions – Check all that apply
- Other – Check all that apply

- Suicidal Ideation with a Plan (passive/active) – Enter the SI/Plan. If Consumer denies place a checkmark in the box labeled “Consumer Denies”
- Homicidal Ideation with a Plan – Enter the HI/Plan. If Consumer denies, place a checkmark in the box labeled “Consumer Denies”
- Orientation – Enter the Consumer’s orientation
- Insight – Enter the Consumer’s insight
- Judgement – Enter the Consumer’s judgement
- Impressions – Enter impressions
- Diagnosis – The Client’s current diagnosis will appear, if there is a change in the diagnosis, use the **lookup** to search for the appropriate diagnosis code.
- Plan – Enter plan
- Click the **✓ Spell Check** button to spell check the Psychiatric Evaluation.
- Click the **SAVE** button to save the Psychiatric Evaluation in a pending status.
- Click the **SUBMIT FOR SIGNATURE** button to submit the Psychiatric Evaluation to the signature queue.
- Click the **CANCEL** button the cancel the evaluation.

Changing a Psychiatric Evaluation

The Psychiatric Evaluation can only be changed IF it has not been signed.

- Click the **Medications** link in the Main Menu. The Main Menu is located on the left-hand side of the Home screen. The Home screen is accessible by clicking the **Home** button in the upper left-hand corner of Encompass.
- Click the **View Psychiatric Evaluations** link to the right of the Main Menu.
- Search for the Client
- Click the **Initial Psychiatric Evaluations** link to the right of the Consumer’s name.

The screenshot shows the Encompass software interface. At the top, there are navigation buttons: **Back**, **Home**, **Logout**, and **Help**, along with a **messages** icon and the text **Select a Consumer**. Below this is a search form with the following fields:

- Consumer Last Name** (text input)
- Consumer First Name** (text input)
- AKA or Other Information** (text input)
- Consumer ID** (text input)
- Social Security No.** (text input)
- Birth Date (mmddyy)** (text input)
- CMHSP Case #** (text input)
- SEARCH** button

Below the search form, there is a table titled **1 Consumers** with the following data:

Last Name	First Name	Consumer ID	Case #	Social Security	Birth Date	
Test (MON)	Client	15		111-11-1115		Initial Psychiatric Evaluations

An arrow points from the **Initial Psychiatric Evaluations** link in the table to the search form.

- Click the **Change** link to the right of the Psychiatric Evaluation that needs editing.

Back		Home		Logout		Help		messages		Initial Psychiatric Evaluation List	
Consumer Name		Consumer #		SSN		DOB		Gender		Case #	
Test (MON), Client		15		111-11-1115				Female			
Current Status											
Washtenaw			Livingston			Monroe			Lenawee		
No Admission			No Admission			Active			No Admission		
View Current Eligibility/Insurance Information											
1 Record(s)											
Evaluation Date		Psychiatrist		Clinical Nurse Specialist		Status		Add Psychiatric Evaluation			
06/07/2005						Pending		Change View			

Viewing a Psychiatric Evaluation

- Click the **Medications** link in the Main Menu. The Main Menu is located on the left-hand side of the Home screen. The Home screen is accessible by clicking the **Home** button in the upper left-hand corner of Encompass.
- Click the **View Psychiatric Evaluations** link to the right of the Main Menu.
- Search for the Client
- Click the **Initial Psychiatric Evaluations** link to the right of the Consumer's name.

Back		Home		Logout		Help		messages		Select a Consumer	
Please type in consumer's last name and first initial and press SEARCH to locate the consumer. You may wish to use partial name if you are not sure about the spelling.											
Consumer Last Name			Consumer First Name			AKA or Other Information					
<input type="text"/>			<input type="text"/>			<input type="text"/>					
Consumer ID			Social Security No.			Birth Date (mmddyy)					
<input type="text"/>			<input type="text"/>			<input type="text"/>					
If you cannot find the consumer by name, you may type in any other available data to locate the consumer.						CMHSP Case #		<input type="text"/>			
										<input type="button" value="SEARCH"/>	
1 Consumers											
Last Name	First Name	Consumer ID	Case #	Social Security		Birth Date		Initial Psychiatric Evaluations			
Test (MON)	Client	15		111-11-1115							

- Click the **View** link to the right of the Psychiatric Evaluation that needs editing.

Back		Home		Logout		Help		messages		Initial Psychiatric Evaluation List	
Consumer Name		Consumer #		SSN		DOB		Gender		Case #	
Test (MON), Client		15		111-11-1115				Female			
Current Status											
Washtenaw			Livingston			Monroe			Lenawee		
No Admission			No Admission			Active			No Admission		
View Current Eligibility/Insurance Information											
1 Record(s)											
Evaluation Date		Psychiatrist		Clinical Nurse Specialist		Status		Add Psychiatric Evaluation			
06/07/2005						Pending		Change View			

Signing Psychiatric Evaluations

- Click the **Medications** link in the Main Menu. The Main Menu is located on the left-hand side of the Home screen. The Home screen is accessible by clicking the **Home** button in the upper left-hand corner of Encompass.
- Click the **Sign Psychiatric Evaluations** link located to the right of the Main Menu.
- A list of all Psychiatric Evaluations submitted for signature will be displayed.

Back	Home	Logout	Help	messages	Approve Psych Eval
1 Psych Evals					
Consumer	Date of Eval	Psychiatrist	Clinical Nurse Specialist		
Client Test (MON) Consumer ID: 15	06/07/2005			View and Sign	

- Click the **View and Sign** link to the right of the Evaluation you wish to sign.
- The Psychiatric Evaluation will be displayed in a view only format.
- Review the evaluation to check its accuracy, if it is correct scroll to the bottom of the screen.
- Enter your Encompass password and click the **Sign** button.

Signature required by
Dale W. Hawkins

Signed by _____ **Signature Date** _____

Clinician: Enter your Encompass password and click **Sign** button to mark this Psych Eval as signed.