MS WITS Provider User Workflow

CLIENT LIST/ CLIENT PROFILE	INTAKE (Episode of Care)	ADMISSION	OUTCOME MEASURE (OM)	DIAGNOSIS (within OM)	PROGRAM ENROLLMENT (CPE) (within OM)	ENCOUNTERS	DISCHARGE
Search for client first; if no record is found create new client	Click on 'Activity List' to start a new episode (this will take you to the 'Episode List' screen. Then click on start new episode in the upper right corner of the screen to create an intake.	Complete 'Admission Profile' Screen	Complete 'Client Status, Diagnosis & Program Enrollment' Screens	Must be completed under Outcome Measure (there is another place on the navigation menu to access the Diagnosis List that relates to different parts of the system)	Make sure client has a finalized OM (within 14 days of PE) to enroll them in a TEDS program. In order to disenroll or transfer to another level of care you must have an updated or finalized OM.	Select 'Billable – Yes/No' depending on whether or not it is a billable service	Make sure client is dis-enrolled from all programs before discharge
Complete 'Additional Information', 'Contact Info', and 'Client Group Enrollment' Screens' (CGE is needed to create an encounter and bill for a service)							