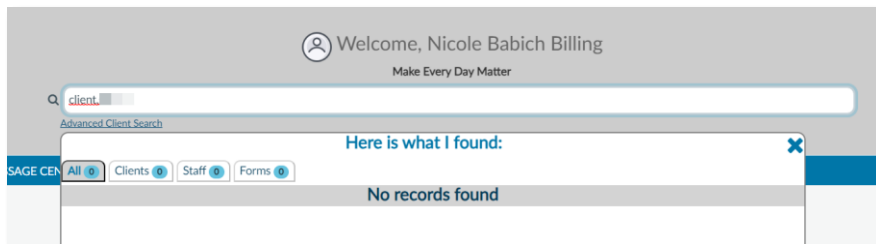


Admission (Outpatient) Form

Purpose: how to locate and create episodes for 'new to the agency/program' clients

Note – Follow DHHS Medical Records and Programmatic Policies for net new clients. For existing clients, there are two scenarios for creating new episodes:

- Clients who previously received services within a program/agency and are searchable within the relevant system code
- Clients who have an existing Milwaukee County record but have not received services with the program/agency before, and there are no search results in a specific system code



For Scenario A, open the Admission (Outpatient) form with the client pre-selected via the “What can I help you find?” search menu or *My Favorites*. Complete all required fields within the form, then submit to create a new episode.

For Scenario B, complete the steps below to locate and create an episode.

- Ensure you don't have a client selected in the system
- Open the **Admission (Outpatient)** form via the “What can I help you find?” search menu or *My Favorites*
- Add **Last Name, First Name, and DOB** in the **Client Search** then click **Search**
- From the list that displays, click on the appropriate client
 - NEVER CLICK NEW CLIENT – If no results are found confirm with referring source that you have correct client information and await clarification and/or instruction before proceeding**

Client Search

Last Name client	First Name two	Sex X
Social Security Number	Date of Birth 06/15/1996	
Alias	Alias (Additional Text)	Alias (Additional Text)

Search Clear

Info	Score	Name	ID	Date Of Birth	Alias
Info	120	TWO CLIENT	8201715	06/15/1996	

- Complete the required fields on the form, then click **Submit**.