# Homework assignment for TCM providers with My Client’s Plus

Find the client Harry Potter and enter the following information into his client profile on the electronic medical record system (MC+). Write creative notes.

1. Enter an authorization for T2023 services for the month of March 2015. Use the authorization number: 502899541
2. Write a TCM contact note for 3/16/2015 for a phone contact.
3. Write a TCM face to face contact for 3/17/2015
4. Open up the note you previously entered on March 16th and add an addendum, note correction. Type in “Jenni is great” and save the addendum.
5. Write a TCM Monitoring report for 3/19/2015
6. Enter a Client Session Bill on 3/31/2015. Click on “add progress note” and select the SED Determination form. Fill out the form for the same date as the client session bill.
7. Follow the instructions on the Step Guide for TCM to verify the accuracy of your work.
8. Send a To-Do notice to your direct supervisor. Here is how you do this:
9. Click on the yellow “To Do List” in the menu at the bottom of the page in MC+
10. Click on the red + Add Task
11. in “Task Description” write : Harry Potter- 3/16, 3/17, 3/19, 3/31- and your name.
12. in “Due Date” use today’s date
13. in “Notes “write your note requesting the review or whatever you want to say.
14. on the right side bar use the drop down box to “Assign Task To”: Assign it to your supervisor. This will send the task to the correct person.
15. Next select the drop down box “Associated with Client” and use the drop down box to find your client’s name: Harry Potter

Then click on “**Create This Task**”. This will send your message.

You will be notified of any need for corrections and given clearance to use the MC+ system for all of your documentation and billing.