Homework assignment for a CSA

Find the client Harry Potter and enter the following Client Session (bills) and Progress Notes into his client profile on the electronic medical record system (MC+).

\_\_\_ 1. Enter a Client Session (bill) for Community Support Associate services (H2021) and a corresponding CSA Note for March 16th. Make this a three (3) hour session.

\_\_\_ 2. Enter a Client Session (bill) for Community Support Associate services (H2021) for a one (1) hour and forty-five (45) minute session and a corresponding CSA note. Enter this on March 17th.

\_\_\_ 3. Enter a Progress Note for a phone call. Do not enter a bill for this service. Use the Blank note template for the phone call note. Enter this on March 18th.

\_\_\_ 4. Examine your work to verify that you have entered your assignment correctly. Click on Client Session on the main menu. Select a date on the calendar. Under the magenta bar you will see your Client Session bills for that date. Click on the manila folder icon to open up your claim and examine it for accuracy. Click on the clipboard to review your note. If you have written more than one note for that date of service, you must click print to review all of the notes. (must have pop-ups enable)

\_\_\_ 5. Open up the note you previously entered on March 17th and add an addendum, note correction. Type in “Renee is great” and save the addendum.

\_\_\_ 6. Send a To Do List notice to Teresa Lloyd, telling her you have these notes ready for review. Here is how you do this:

1. Click on the yellow “To Do List” in the menu at the bottom of the page in MC+
2. Click on the red + Add Task
3. in “Task Description” write : Harry Potter- 4/16, 4/17, 4/18, 4/19- and your name
4. in “Due Date” use today’s date
5. in “Notes “write your note requesting the review or whatever you want to say.
6. on the right side bar use the drop down box to “Assign Task To”: Assign it to Teresa Lloyd. This will send the task to the correct person.
7. 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

We will audit your notes and report to you on your success.