



DEPARTMENT OF MARYLAND HEALTH AND MENTAL HYGIENE

SMART Tip Sheets Non-Episode Contact

Non-Episode Contact

This tip sheet focuses on how to enter non-episode contacts.

Total Pages: 2

IGSR Technical Support: 301.405.4870

Updated: March 2012







Non-Episode Contacts

- 1. Entry Steps: Login, Select Facility, Client List, select client, Non-Episode Contacts.
- 2. This module allows you to document contacts with a client, before or after the episode of care (emergency notes, aftercare notes, critical incident report notes, etc.).
- 3. From the left toolbar, click <u>Non-Episode Contacts</u>.
- To review an existing contact click <u>Review</u> under Actions column.
- To add a new note click <u>Add New Non-Episode</u> <u>Contact Record</u> found in the upper right hand corner of the screen.
- 6. Complete all of the yellow colored fields.
- 7. Click <u>Save</u> or <u>Finish</u>.

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