SMART Tip Sheets
Non-Episode Contact

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

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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 **Non-Episode Contacts**.

4. To review an existing contact click **Review** under Actions column.

5. To add a new note click **Add New Non-Episode Contact Record** found in the upper right hand corner of the screen.

6. Complete all of the yellow colored fields.

7. Click **Save** or **Finish.**