

GROUP THERAPY SERVICES

Entering Services Instructions

1. Select Group Services from the splash screen. It is the next selection after Client Search.
2. Type the date of the service in mm/dd/yyyy format.
3. Type (or select) the facility where the service was performed.
4. Type (or select) the counselor who Performed the service.
5. Type (or select) the service code for the service.
6. Type the Number of Units.
7. Type the SOAP and DAP session notes if you have them (not required).
8. Back on the Main Group tab, type any of the other information that you have such as the purpose, outcome and comments. None of those are required.
9. Select the clients who participated in group by putting a check in the box next to their names.
 - Some helpful hints for entering services in this screen:
 - Use the scroll bar on the left of the client names.
 - Use the roller on your mouse.
 - Use your arrow keys on your key board.
 - Use Page Up or Page Down also works.
10. Click on the CREATE THE GROUP THERAPY/TREATMENT RECORDS AS ENTERED FOR THE CLIENTS LISTED ABOVE button. It is at the bottom of the screen.
11. Press Exit/Cancel.

This process will create a Service record for each client listed. Each of those records will contain the exact same information which means if the counselor has individual comments for specific clients, you will have to bring the Service record up for that specific client and add that information. A blank screen is presented below and an example is presented below that.

GROUP THERAPY SERVICES

Action Edit Query Block Record Field Help Window
ORACLE

SAMS1081112F- MASS ENTRY UTILITY FOR GROUP THERAPY SERVICES USER NAME: CS0721 12/05/2012 DATABASE: QADB

Provider Name: #

Facility: #

GROUP THERAPY SERVICES - Enter the details of this group therapy.
 (Entry of session notes is highly recommended in this process.)

Main Group Therapy / Treatment
S. O. A. P. Session Notes
D. A. P. Session Notes

Date of Therapy: Fac ID: Loc ID:

Performed By:

Service Code: Units:

People Present: Purpose:

Relation to Plan: Outcome:

Video / Lecture: Schedule Description:

Comments:

Available Clients

Include?	Client Name (L,F,M)	Date of Birth	Admit ID	Admission Date	Age at Admit	Admit Facility	ADIS ID
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

CREATE THE GROUP THERAPY / TREATMENT RECORDS AS ENTERED FOR THE CLIENTS SELECTED ABOVE

FRM-40102: Record must be entered or deleted first.

Record: 1/1

GROUP THERAPY SERVICES

Action Edit Query Block Record Field Help Window

ORACLE

SAMS1081112F- MASS ENTRY UTILITY FOR GROUP THERAPY SERVICES USER NAME: CS0721 12/05/2012 DATABASE: QADB

Provider Name: WESTERN MT MENTAL HEALTH CENTER TURNING POINT # 258 Save Exit/Cancel
 Facility: Western MT Addiction Services # 1 Print Report Problem

GROUP THERAPY SERVICES - Enter the details of this group therapy.
 (Entry of session notes is highly recommended in this process.)

Main Group Therapy / Treatment O. A. P. Session Notes D. A. P. Session Notes

Date of Therapy: 12/05/2012 Fac ID: 260 Loc ID: 1 Western MT Addiction Services
 Performed By: 3593 [Redacted] Licensed Addiction Counselor
 Service Code: H2035 Group Therapy (1 hour) Units: 1
 People Present: Purpose:
 Relation to Plan: Outcome:
 Video / Lecture: Schedule Description:
 Comments:

Available Clients

Include?	Client Name (L, F M)	Date of Birth	Admit ID	Admission Date	Age at Admit	Admit Facility	ADIS ID
<input type="checkbox"/>	[Redacted]	09/16/1959	[Redacted]	10/04/2012	[Redacted]	4	16SLJ0959
<input checked="" type="checkbox"/>	SOMEBODY, KNOW	03/30/1999	[Redacted]	12/05/2012	[Redacted]	1	30SMK0399
<input type="checkbox"/>	[Redacted]	12/23/1971	[Redacted]	10/19/2012	[Redacted]	4	23SAA1271
<input type="checkbox"/>	[Redacted]	11/25/1978	[Redacted]	12/16/2011	[Redacted]	1	25FRK1178
<input type="checkbox"/>	[Redacted]	06/01/1987	[Redacted]	10/16/2012	[Redacted]	4	01SAJ0687
<input type="checkbox"/>	[Redacted]	09/23/1963	[Redacted]	08/07/2012	[Redacted]	1	23TRR0963
<input type="checkbox"/>	[Redacted]	10/02/1957	[Redacted]	10/10/2012	[Redacted]	4	02SET1057
<input type="checkbox"/>	[Redacted]	04/14/1958	[Redacted]	10/11/2012	[Redacted]	4	14HGP0458

CREATE THE GROUP THERAPY / TREATMENT RECORDS AS ENTERED FOR THE CLIENTS SELECTED ABOVE

Check this box to include this client in the group service as entered.

Record: 220/267