

Case Notes in Clinical Information System (CIS)

Selecting the appropriate Case Note Type

1. Select the appropriate Program (in most cases this is MOPS General).
2. Choose the Case Notes Tab
3. Select New

Mid-Ohio Psychological Services, Inc.
Clinical Information System

Frazier, James A.

Chart	Program	Status
09090101	MOPS General	Active

Client Name: Frazier, James A. Priority: None

Client Number: 09090101 Tape/E-Dictate:

Program: MOPS General

Date of Service: Click the button to select a value ->

Type of Service: Individual Psychotherapy **

Location of Service: Office (IC) - HIPAA

Start Time: 8:00 am

End Time: 9:00 am

Length of Service: 60 (minutes)

Primary Therapist: Rippeth, Robin A.

Primary Supervisor:

Secondary Therapist:

Secondary Supervisor:

Case Note Type: Individual Counseling

4. Select the date the service was provided from the pull down menu or type in the date if it was not a scheduled appointment.
5. Type of Service
6. Location of Service
7. Verify that the start and end times are accurate, if the session started at 10:07 make sure to change the times to accurately reflect this.
8. Verify the length of session is accurate.
9. Enter Primary Therapist
10. Secondary Therapist, if applicable
11. Select the appropriate Case Note Type:

Individual Psychotherapy (face to face counseling in the office or home) complete a individual counseling note.

Community Support Program (phone call or coordinating services without client present) complete a CSP Note

Group Therapy complete a Group Note

No Show, Missed Appointment, Cancelled complete an Other (short) note

12. Select Self Write to type the note yourself, Dictate if you are completing a Diagnostic Assessment Note.
13. Complete each section and select Next.
14. When all sections have been completed, select Save and Submit.
15. Then either chose to print or not.