

## How to Enter Medical and Mental Health Diagnosis Instructions

Waiver Support Coordinators (WSCs) and Waiting List Support Coordinators (WLSC) may need to add a consumer’s Medical and Mental Health Diagnosis to maintain the Consumer Record.

1. Open the consumer’s record and navigate to the **Diagnosis tab**.

The screenshot shows the APD iConnect interface for a consumer record. The top navigation bar includes 'File', 'Ticklers', and 'View Consumer Incidents'. The user is logged in as 'Fran Test', last updated by 'cshorter' at 2/28/2019 12:44:09 PM. The 'Diagnosis' tab is selected, showing a list of diagnosis records. A filter box is visible on the left with 'Search' and 'Reset' buttons. Below the filter, it indicates '1 Diagnosis record(s) returned - now viewing 1 through 1'. A table displays the following data:

Review	Review Date	APD Eligible Diagnosis Verified By	Status	Primary Diag Code	Primary Diag Code Description	ICD Version
Initial	03/04/2019	Shorter, Caroline	Open			10

Navigation controls at the bottom of the table include '<< First', '< Previous', 'Retrieve 15 Records at a time', 'Next >', and 'Last >>'.

2. Open the diagnosis record that appears in the list grid view.
  - a. This will show you the existing record with the APD eligible diagnoses that were entered when the consumer was made eligible as client.

The screenshot shows the 'Diagnosis Detail' view in APD iConnect. The user is logged in as 'Fran Test', last updated by 'cshorter' at 3/4/2019 9:41:54 AM. The 'Diagnosis Detail' tab is selected, showing the following information:

- Review: Initial
- Review Date: 03/04/2019
- Division: APD
- APD Eligible Diagnosis Verified By: Shorter, Caroline
- Status: Open
- ICD Version: 10
- Primary Diagnosis: Diagnosis A (Primary)
- Primary Diagnosis Code: [Redacted]

The interface is divided into three main sections for additional diagnoses:

- APD Eligible Diagnoses:** Includes fields for Diagnosis A (Primary), Diagnosis B (Secondary), Diagnosis C (Tertiary), and Diagnosis D.
- Mental Health Diagnoses:** Includes fields for Diagnosis E, Diagnosis F, Diagnosis G, and Diagnosis H, each with a dropdown arrow. There is also a field for 'Other Mental Health Diagnoses'.
- Medical Diagnoses:** Includes fields for Diagnosis I, Diagnosis J, Diagnosis K, and Diagnosis L, each with a dropdown arrow. There is also a 'Comments' field with a text area and a dropdown arrow.

3. Click on the ellipsis next to the field where you want to add a diagnosis.

Mental Health Diagnoses	
Diagnosis E	<input type="text"/> ...
Diagnosis F	<input type="text"/> ...
Diagnosis G	<input type="text"/> ...
Diagnosis H	<input type="text"/> ...
Other Mental Health Diagnoses	<input type="text"/>

- Search by description if you do not know the Diagnosis Code
- Click on the desired diagnosis from the search results.
- Repeat for all necessary diagnoses.

4. If there are more than four Mental Health diagnoses, list the remainder in the Other Mental Health Diagnoses field, separated by comma.

Diagnosis E	[F419] Anxiety disorder, unspecified	...
Diagnosis F	[F4312] Post-traumatic stress disorder, chronic	...
Diagnosis G	[F339] Major depressive disorder, recurrent, unspeci	...
Diagnosis H	[F200] Paranoid schizophrenia	...
Other Mental Health Diagnoses	...ified Mood Disorder  X	

- Follow the same process for Medical diagnoses.
- If there are more than four Medical diagnoses, list the remaining in the Comments field, separated by comma.

Diagnosis L	[E039] Hypothyroidism, unspecified	...
Comments	Hypertension , High Cholesterol	

7. If you have supporting documentation that you wish to add to the consumer's record, navigate to the Notes tab.
8. Select File> **Add Note**
  - a. Choose your WSC Agency as the Program/Provider
  - b. "Note Type" = Support Plan
  - c. "Sub-type" = Documentation
  - d. "Description" = fill in what you think will make the documents easily identifiable based on this field
  - e. "Note" = add comments as necessary
  - f. "Status" = Complete
  - g. Add Attachment(s)
  - h. File > **Save and Close Note**



File Tools	
<b>Notes Details</b>	
Division *	APD ▾
Note By *	Shorter, Caroline ▾
Note Date *	03/04/2019
Program/Provider *	WSC Agency1 ▾ <a href="#">Details</a>
Note Type *	Support Plan ▾*
Note Sub-Type	Documentation ▾
Description	Medical Records including Medical Diagnosis
Note	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">           Dr Primary Faxed an update on Fran's medical Conditions.         </div>
Status *	Complete ▾
Date Completed	03/04/2019
<b>Attachments</b>	
<a href="#">Add Attachment</a>	
Document	Description
<a href="#">FT Medical Records 03012019.pdf</a>	
<b>Notes Details</b>	