Log into CG: Under Staff ID#, you may enter your CG username or your provider #. (See Screen print below)

Clinicians Gateway Welcome to Clinician's Gateway version 3.7.0 (Formerly OLPN)
When you login to this system with your Staff ID and Password, you are legally binding yourself to whatever actions you instruct the system to perform. This is your legal signature and the <u>sharing of passwords is strictly prohibited</u> .
Staff ID #.
Log In
Unauthorized or inappropriate use of this system is strictly prohibited and may be subject to civil action and/or criminal penalties under local, state and/or federal law
Clinician's Gateway version 3.7.0 Built: 8/15/2021 (S-46 PM)

CG home screen layout part one:

- Global Search Information Search
- User Name may use to check your profile setting
- Information Display (Currently, there are three tabs):
 - Notes List current draft/pending documents
 - o Client Sortcuts Setup by user to display most frequent seeing client
 - Lab results Display lab order result (MHS Only)

User Name	Home	Global Search
Welcon e Test CG	Information Display	Home Menu - Log out
Enter New Service:		
Type of Service Select V To start a new service note, select the type of service		
Notes Client Shortcuts Lab Results (0)		
Advanced Search	tatua Data	
For Clients V Any V A	Any V Anytime V	
at provider. Everywhere	~	Search
Sanvious Saarah		
	there V Bendered for Enter client id or nam	Search
Search Services by Date Click day to see services performed on the	nat day	
 June 2021 Su Mo Tu We Th Fr Sa 	July 2021 August: a Su Mo Tu We Th Fr Sa Su Mo Tu We	2021 : Th Fr Sa
1 2 3 4 5 6 7 8 9 10 11 12	1 2 3 2 4 5 6 7 8 9 10 1 2 3 4	5 6 7
13 14 15 16 17 18 11 20 21 22 23 24 25 26	9 11 12 13 14 15 16 17 8 9 10 11 6 18 19 20 21 22 23 24 15 16 17 18	12 13 14 19 20 21
27 28 29 30	25 26 27 28 29 30 31 22 23 24 25	26 27 28
	28 30 31	
PERSO	NAL INFO SECURITY (PASSWORD)	
	Clinician's Gateway version 3.7.0	
	Built: 6/15/2021 (5:46 PM)	

8/22/2021

CG home screen layout part two:

- Global Search Search any information within the system from the list.
- Client Shortcuts adding most frequently seeing client(s) here for easy access.

Clinicians Gateway			Home	Globa	l Searc	h	Clients Client Plans Client Medic Lab Orders Providers	ation
Welcome: TEST CG		Er	iter client N	Name to add		Home	Services Staff Groups Vital Signs	
Enter New Servic	cei	th	e client to	Shortcut			Med Orders CSU Log	
ype of Service AIMS Log Select V To start a new service note, select the type of service								
Client Shorte	cuts hortcuts: Enter client id or name		2					
- Client #	Client Name	Status	Gender	Birth Date	Age	Serviceable	Services	7
5055969	TESTCASE, SADIE	None	Female	12/12/1953	67		0	0
5055985	TESTCASE, JOE	None	Male	12/12/1945	75		0	0
5056917 View: 10 🗸	TESTCASE, SPADE	None	Male	03/27/1953 Next >) (Last >>)	68		0	•
Advanced Searcl	h	Chathan	Data					
For:	Clients V Any		Any	time V	(

Client Search

• At Global Search, enter client last name or client #, click Search

Clinicians Gateway			Hom	ne	(Clients Testcase	×
Welcome: Test CG					Home	Menu 👻	Log out
Enter New Service Select V Notes Client Shortcut:	E: To start a new servio	ce note, select the type	of service				
Advanced Search		Type Any 🗸	Status Any	Date	Search		

Client Search result

Clinicians Gateway							Clients	✓ Search
Welcome: Test CG						Home	Menu 👻 🗌 L	og out
Client # with current Name	Aliases name	Search Again Testcase A Chived	Click Name Face	c Client e to see eSheet	close all			
ent#	Client Name	Stat	Gender	Birth Date	Age	Serviceable	7 Services	Results
55977 👷	TESTCASE ANN (TESTCA	SE, ANN) ave	Female	12/12/1943	77	\checkmark	0	0
55977	 testcase Annabel (TESTCA 	SE, ANN None	Female	12/12/1943	77	\checkmark	0	0
2 0000 😑	testcase, aa	Active	Other	01/01/1998	23	\checkmark	0	0
20038 🕑	testcase, aaaa	Active	Male	03/01/2000	21	\checkmark	0	0
20018	TESTCASE AGE20-H	Active	Male	08/27/1998	22	\checkmark	0	0
5055977 200003 View: 10 V	TESTCASE, ANTHENTICA	Pre-Co	onsumer	12/12/1943 01/01/2010 t > Last >>	77 11	Y Y	0	0

<u>8/22/2021</u>

Services Search

- The best way to search a list of client's service is using client number. If you using client name for services search, the search will be very slow, and if there are multiple client with same name, the result will display multiple clients' services.
- From Global Search:
 - o Select "Service"
 - Enter client #
 - o Click "Search"

Clinicians Gateway	Home	Enter Client #, then, click	Services 5055977 Search
Welcome: Test CG			Home Menu 🕶 Log out
Enter New Service:			
Type of Service Select V To start a new service note, select the type of se	ervice		
Notes Client Shortcuts Lab Results (0)			

Services Listing

- The services listed on the screen as show below. Please make sure that the triangle riangle next to the "Services" is point it down. If the triangle point to the right ▶, you asking system to hid the services listing.
- On your right hand side, system indicated # of services found from your search. (in this example, there are 58 services found)

Clinicians Gatew	av t CG						Home	Clients S Menu • Lo	✓ earch g out
Search:	Make the tri point	sure angle it down	Search Again 5055977 Ser	vices	Search	Numbe Services	er of found	58%	esuita
- Service #	Client #	Client Name	Provider	Date	Status	Template	Procedure	Туре	
531/331	5055977	TESTCASE ANN	39803 Older Adult Case	8/16/2021	Dending	Adult Access	800 Significant Clinical	Individual	
5282404	5055977	TESTCASE, ANN		7/26/2021	Draft	Prescriber Or	v	Document	Õ
5282414	5055977	TESTCASE, ANN		7/26/2021	Draft	Verbal Order		Document	Õ
5273449	5055977	TESTCASE, ANN		7/20/2021	Finalized	HIE Accept		Document	Ō
5282175	5055977	TESTCASE, ANN	39803 - Older Adult Case	7/20/2021	Pending	Adult Assess	899 Significant Clinical	. Individual	0
5282200	5055977	TESTCASE, ANN	39803 - Older Adult Case	7/14/2021	Pending	Adult Assess	899 Significant Clinical	. Individual	0
5273433	5055977	TESTCASE, ANN		7/1/2021	Draft	HIE Accept		Document	0
5273438	5055977	TESTCASE, ANN		7/1/2021	Draft	HIE Accept		Document	0
5206286	5055977	TESTCASE, ANN		6/2/2021	Draft	ROI		Document	0
5161207	5055977	TESTCASE, ANN		5/11/2021	Pending	Note		Document	0
View: 10 🗸			< First < Prev	123	4)5)6) (Next >	Last >>			

8/22/2021

Introduction to Clinicians' Gateway (CG)

Following screen is example that the services listing is hidden. The
 ■ triangle next to the "Services" is point to the right. On the right hand side, system indicated there are 58 services found from your search.



Service Sorting

- From services listing screen, you may sort any column by click column name. (You may sort multiple columns.) For each column:
 - First click Sort by ascending
 - Second click Sort by descending
 - \circ Third click Sorting is off.
- Following screen shows services listing in ascending sort by date only

Cinicians Gatewa							E	Clients	✓ Search
Welcome: Test	CG						Home	Menu 👻	Log out
Search:						view all close all	I		
			Search Again 5055977 Serv	rices	Search				
-Services								58 F	Results
Service #	Client #	Client Name	Provider	Date 2	Status	Template	Procedure	Туре	
1715276	5055977	TESTCASE, ANN	90321 - SJC Crisis Stabiliz	12/2/2013	Pending	CSU Progress	751 CRISIS STABILIZA	Individual	0
1/15821 2109358	5055977	TESTCASE, ANN	90321 - SJC Crisis Stabiliz 99997 - PSP Psyciatric Hea	12/4/2013	Finalized	CSU Progress	751 CRISIS STABILIZA	Document	8
2109342	5055977	TESTCASE ANN	99997 - PSP Psyciatric Hea	11/1/2014	Finalized	HIE FAO Ack		Document	ŏ
2109371	5055977	TESTCASE, ANN	99997 - PSP Psyciatric Hea	11/1/2014	Finalized	HIE Accept		Document	ŏ
2109368	5055977	TESTCASE, ANN	99997 - PSP Psyciatric Hea	11/1/2014	Finalized	HIE Accept		Document	Ō
2109325	5055977	TESTCASE, ANN	99997 - PSP Psyciatric Hea	11/13/2014	Pending	HIE Reject		Document	0
2109322	5055977	TESTCASE, ANN	99997 - PSP Psyciatric Hea	11/13/2014	Pending	HIE Accept		Document	0
2109360	5055977	TESTCASE, ANN	99997 - PSP Psyciatric Hea	11/13/2014	Draft	HIE Accept		Document	0
2109331	5055977	TESTCASE, ANN	99997 - PSP Psyciatric Hea	11/13/2014	Pending	HIE FAQ ACK		Document	U
View: 10 🗸			(<< First)(< Prev)	123	4)5)6) (Next>	Last >>			
	PERSONAL INFO SECURITY (PASSWORD) Clinician's Gateway version 3,7.0 Built: 6/15/2021 (5:46 PM)								

Introduction to Clinicians' Gateway (CG)

• Following screen services listing in descending sort by date and ascending sort by Template

	cians Gatewar								Clients	Search
Wel	come: Test	CG						Home	Menu 👻 🛛	Log out
Se	arch:						view all close all	Ĩ.		
				Search Again 5055977 Ser	vices	Search				
-5	Services								58 F	Results
-	Service #	Client #	Client Name	Provider	Date AL(1)	Status	Template Al (2)	Procedure	Туре	
	5314331	5055977	TESTCASE, ANN	39803 - Older Adult Case	8/16/2021	Pending	Adult Assess	899 Significant Clinical	Individual	0
	5282404	5055977	TESTCASE, ANN		7/26/2021	Draft	Prescriber Or		Document	O
	5282414	5055977	TESTCASE, ANN	00000 011	7/26/2021	Draft	Verbal Order	000 01-15	Document	0
	5282175	5055977	TESTCASE, ANN	39803 - Older Adult Case	7/20/2021	Pending	Adult Assess	899 Significant Clinical	Decument	No.
	5273449	5055977	TESTCASE, ANN	20202 Older Adult Case	7/14/2021	Pending	Adult Accept	200 Significant Clinical	Individual	- X
	5273438	5055977	TESTCASE ANN	55005 - Older Adult Gase	7/1/2021	Draft	HIE Accent	655 Significant Clinical	Document	ă
	5273433	5055977	TESTCASE ANN		7/1/2021	Draft	HIE Accept		Document	õ
	5206286	5055977	TESTCASE, ANN		6/2/2021	Draft	ROI		Document	ŏ
	5161207	5055977	TESTCASE, ANN		5/11/2021	Pending	Note		Document	Ō
Vie	w: 10 🗸			< First < Prev	123	456 (Next>	Last >>			
				PERSONAL INFO	SECURITY	Y (PASSWORD)				
				Clinician Built:	s Gateway ve 6/15/2021 (5:	rsion 3.7.0 46 PM)				

Service filtering

- You may setup your own filtering for the services listing by click the filter. (you may combine filter and sorting)
 - You can enter any filter requirement on the open box under each column. In this example, we entered "HIE" under Template column.
 - Then, click apply bottom to apply the filtering.
 - We also sort service listing in ascending by "Status"

Clin	icians Gatewa	ay						[Clients	► earch
	come: Test	t CG	C	lick any of				Home	Menu 🔹 🛛 Lo	g out
				olumn name		-				
Se	arch:						Enter the	Click th	e 📃	
	uron.		to	o sort			Litter the	Filter		
				Seal rain			key word	Filter		
				5055977		Search				
				Se	<mark>,, `≏S</mark>	\checkmark				
	Services							17 of 5	8 Results (fil	tered)
-	Service #	Client #	Client Name	Provider	Date	Status 2	Template	Procedure	Туре	
						×	HIE			100
	5273438	5055977	TESTCASE, ANN		7/1/2021	Draft	HIE Accept		Document	U
	2109360	5055977	TESTCASE, ANN	99997 - PSP Psyciatric Hea	11/13/2014	Draft	HIE Accept		Document	0
	4703014	5055977	TESTCASE, ANN		7/2/2020	Draft	HIE Accept		Der Jent	0
	5273433	5055977	TESTCASE, ANN		7/1/2021	Draft	HIE Accept	Click here to	cument	0
									- · ·	
	2109331	5055977	TESTCASE, ANN	99997 - PSP Psyciatric Hea	. 11/13/2014	Pending	HIE FAQ Ac		Document	
	2109331 2109322	5055977 5055977	TESTCASE, ANN TESTCASE, ANN	99997 - PSP Psyciatric Hea 99997 - PSP Psyciatric Hea	11/13/2014 11/13/2014	Pending Pending	HIE FAQ Ac HIE Accept	apply the filter	Document	ŏ
	2109331 2109322 2109325	5055977 5055977 5055977	TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN	99997 - PSP Psyciatric Hea 99997 - PSP Psyciatric Hea 99997 - PSP Psyciatric Hea	11/13/2014 11/13/2014 11/13/2014	Pending Pending Pending	HIE FAQ Ac HIE Accept HIE Reject	apply the filter	Document Document Document	00
	2109331 2109322 2109325 2109371	5055977 5055977 5055977 5055977	TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN	99997 - PSP Psyciatric Hea 99997 - PSP Psyciatric Hea 99997 - PSP Psyciatric Hea 99997 - PSP Psyciatric Hea	. 11/13/2014 . 11/13/2014 . 11/13/2014 . 11/13/2014	Pending Pending Pending Finalized	HIE FAQ Ac HIE Accept HIE Reject HIE Accept	apply the filter	Document Document Document Document	0000
	2109331 2109322 2109325 2109371 2109368	5055977 5055977 5055977 5055977 5055977	TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN	99997 - PSP Psyciatric Hea 99997 - PSP Psyciatric Hea 99997 - PSP Psyciatric Hea 99997 - PSP Psyciatric Hea 99997 - PSP Psyciatric Hea	. 11/13/2014 . 11/13/2014 . 11/13/2014 . 11/1/2014 . 11/1/2014	Pending Pending Pending Finalized Finalized	HIE FAQ AC HIE Accept HIE Reject HIE Accept HIE Accept	apply the filter	Document Document Document Document	00000
	2109331 2109322 2109325 2109371 2109368 2109358	5055977 5055977 5055977 5055977 5055977 5055977	TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN	99997 - PSP Psyciatric Hea 99997 - PSP Psyciatric Hea	11/13/2014 11/13/2014 11/13/2014 11/1/2014 11/1/2014 11/1/2014	Pending Pending Pending Finalized Finalized Finalized	HIE FAQ AC HIE Accept HIE Reject HIE Accept HIE Accept HIE Accept	apply the filter	Document Document Document Document Document	00000

Introduction to Clinicians' Gateway (CG)

How to start Documentation? (This example is on how to start an individual service)

- 1. Select type of services: (Individual, Group, Indirect, Document, Client Plan)
- 2. Enter client #, or client Last, First Name.
- 3. Select note templated from the list
- 4. Click "Start Indiv Service".

Clinicians Gateway	Home	Clients V Search
Welcome: TEST CG		Home Menu - Log out
Enter New Service: ype of Service: Individual TEST CG Edit Primary Clinician List Notes Client Shortcuts Lab Results (0)	Note Template Progress Note Justification to Contin Discharge Summary Discharge Plan Assessment	ue Tx Services
Advanced Search		

When the progress note started, CG will display few important information about the client and document due date.

- 1. Client opened: client admission date (Service RU(Provider) must be selected)
- 2. Plan due date: Client Plan due date
- 3. ASAM Date: Most reason ASAM completed
- 4. Drug Testing Date: Most reason Drug testing
- 5. Last assessment: Most reason Assessment completed (coming soon)
- 6. Episode Diagnosis Information: verify client diagnosis is current. (Service RU(Provider) must be selected)

Service #: New Title: Progress Note	
Number Last Name First Name	Service date:
Client: 5055977 IESTCASE ANN	Client opened: 7/26/2021
Procedures: Select Procedure	Plan due date: 11/14/2021 ASAM Date: 7/22/2021
Service Location: Select Location	Drug Testing Date: 8/19/2021
Emergency	
Billing time due date	
Primary Clinician: 3236 - CG, TEST 🗸	Poviow client
Provider: 39681 - Chemical Dependency Counseling Center - Out 🗸	Diagnosis
	tional Clinicians
Episodo Diagnosis Information	
Primary Secondary Tertiary Fourth Su	
ICD-10: F15.20 F10.20	>
Client Primary Language: A - English Services were provided in: Select O	ne 🗸
by O Service Provider O HCIN/Language Line O Face-to-face interpreter/staff O Client Declines In	terpreter Services
Reason for Decline: Select One Waiver Signed: O Yes O No	
If Decline reason is other, please explain:	
	^
	\sim
[

Introduction to Clinicians' Gateway (CG)

<u>8/22/2021</u>

NOTE:

If any required field(s) leave blank, CG will mark it red and you will not able to finalize the note until the required filed(s) is completed. (Please see screen print below)

- To save a note in **Draft**, you need to complete the following information:
 - Entering the Service Date
 - o Select Procedures from the list
 - \circ Select the Service Location from the list
- To save a note in **Pending**, you need to complete additional information:
 - \circ Service time
 - Time Start
 - o Select language listing from "Services were provided in"
 - Check "Service Provider", "HCIN/Language Line", "Face-to-face interpreter/staff", or "Client declines interpreter Services".
 - If "Client Declines Interpreter Services" selected, you need to select "Reason for Decline", if you select decline reason as "Other", explanation is required. And click "Yes" or "No" on waiver singed.

This service cannot be saved until the following issues are resolved:								
* Please select a procedure.								
* Please select a treatment location.								
Service #: New Title: Progress Note								
	Number	Last Name	F	First Name			Service	date: 08/25/2021
Client:	5055977	TESTCASE		ANN		X	Client op	ened: 7/26/2021
							Plan due	date: 11/14/2021
Procedures:	Select Proc	edure			✓		ASAM	Date: 7/22/2021
Service Location:	Select Loca	ition	✓ 😣				Drug Testing	Date: 8/19/2021
Emergency								
Billing time								
Primary Clinician: 3236 - CG, TEST 🗸								
Provider: 39681 - Chemical Dependency Counseling Center - Out V								
Add Additional Clinicians								
			Episode Diagr	nosis Informat	ion			
		Primary	Secondary	Tertiary	Fourth	SU		
	ICD-10): F15.20	F10.20					
Client Primary Language: A - English Services were provided in: Select One								
by 😫 🛇 Service Provider 🔹 HCIN/Language Line 🔷 Face-to-face interpreter/staff 🔷 Client Declines Interpreter Services								
Reason for Decline: Select One Waiver Signed: O Yes O No								
If Decline reason is other, please explain:								
								Ĵ