

# BHPN DISCHARGE REPORT TEMPLATE

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01 NOVEMBER 2019

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1. Client Full Name
2. Patient Insured ID

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1. Provider Full Name
2. Client Full Name
3. Patient Insured ID
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5. Assessment
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1. Provider Full Name
2. Provider Credentials
3. Provider Occupation

## 🔒 HEADER -----

	Client Name: <input type="text" value="Client Full Name"/> ← 1
	MRN: <input type="text" value="Patient Insured Id"/> ← 2
	Date of Report: <input type="text" value="Date"/> 📅
	Addendum Report: <input type="text" value="Date"/> 📅

1. Pulls from the [Basics section](#) of the client's profile. ↴

**Navigate to client's account > Profile > Basics**

First Name	<input type="text" value="First"/>
MI	<input type="text" value="Middle Initial"/>
Last Name	<input type="text" value="Last"/>

2. Patient insured ID listed under client's [payor profile](#). ↴

**Navigate to client's account > Profile > Payors > Add or edit payor > Patient**

Insured ID	<input type="text" value="Insured ID"/> ↻
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## ≡ CLIENT INFORMATION -----

<b>Provider Name OR</b> <span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px;">1</span>	Provider Full Name
<b>Provider Logo (optional)</b>	

<b>Client Full Legal Name:</b> <span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px;">2</span>	Client Full Name
<b>Medical Record Number:</b> <span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px;">3</span>	Patient Insured Id
<b>Date of Birth:</b> <span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px;">4</span>	Client Birth Date
<b>Client Age in Years, Months:</b> <i>(e.g., 02 years, 08 months)</i>	02 years, 08 months
<b>Date of Report:</b>	Date
<b>Parent/Guardian Name:</b> <span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px;">5</span>	Contact Full Name
<b>Parent/ Guardian Address:</b> <span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px;">6</span>	Client Address
<b>Out of Service Area (OOSA)</b> Yes or No: <input type="checkbox"/> : <i>(If Yes, provide area)</i>	Text box
<b>Phone Number:</b> <span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px;">7</span>	Client Home Phone
<b>KP Case Manager Name:</b>	Text box
<b>BHPN Clinical Case Manager Name</b> <i>(if known):</i>	Text box
<b>Treatment Team</b> <i>(include contact email and phone for supervisor):</i>	Text area
<b>Diagnosis (listed on authorization)</b>	
Client Claims Diagnosis <span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px;">8</span>	

Provider Full Name 1. Pulls from the [Basics section](#) of the employee's profile. ↓

**Navigate to employee's account > Profile > Basics**

First Name	First
MI	Middle Initial
Last Name	Last

Client Full Name 2. Pulls from the [Basics section](#) of the client's profile. ↴

**Navigate to client's account > Profile > Basics**

First Name	First
MI	Middle Initial
Last Name	Last

Patient Insured Id 3. Patient insured ID listed under client's [payor profile](#). ↴

**Navigate to client's account > Profile > Payors > Add or edit payor > Patient**

Insured ID	Insured ID	↻
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Client Birth Date 4. Pulls from the [Basics section](#) of the client's profile. ↴

**Navigate to client's account > Profile > Basics**

DOB	mm	dd	yyyy
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Contact Full Name 5. Pulls from the [Basics section](#) of the client's profile. ↴

**Navigate to client's account > Profile > Basics**

Parent/Guardian First Name	Parent/Guardian First Name
Parent/Guardian Last Name	Parent/Guardian Last Name

**Client Address** 6. Pulls from the [Basics section](#) of the client's profile. ↴

**Navigate to client's account > Profile > Basics > Address**

Address	<input type="text" value="Address"/>
Address #2	<input type="text" value="Address #2"/>
City	<input type="text" value="City"/>
State	<input type="text" value="State"/> <input type="checkbox"/> Outside of the US?
Zip/Postal Code	<input type="text" value="Zip/Postal Code"/>

**Client Home Phone** 7. Pulls from the [Basics section](#) of the client's profile. ↴

**Navigate to client's account > Profile > Basics > Address**

Home	<input type="text" value="000"/>	<input type="text" value="000"/>	<input type="text" value="0000"/>	<input type="text" value="Opt description"/>
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**Client Claims Diagnosis** 8. Diagnosis code listed [within client's authorization](#). ↴

Diagnosis Codes 	<input type="text" value="Search for ICD-9 and ICD-10 diagnosis codes"/>
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## ≡ TREATMENT PLAN -----

**Objective:** Name ← 1

Goal Status: Status ← 2

Mastery Criterion: Mastery Criteria ← 3

Generalization Criterion: Generalization Criteria ← 4

Maintenance Plan (if applicable): Text box ✎

Assessment Tool Source: Assessment ← 5

Baseline: Baseline Information ← 6

Name

1. Pulls from the name of the learning tree branch. ↴

**Navigate to client's learning tree > Select Branch > Edit > Branch Title**

Branch Name


[Click here to add labels...](#)

Status

2. Pulls from the status listed under the branch's goal details. ↴

**Navigate to client's learning tree > Select Branch > View Goal > Status**

Status

Not Active
In Progress
On Hold
Met
Discontinued 

**Mastery Criteria** 3. Pulls from the branch details within a learning tree. ↴

**Navigate to client's learning tree > Select Branch > Edit > Mastery Criteria**



A screenshot of a software interface showing a text input field for 'Mastery Criteria'. The field is highlighted with a red dashed border. To the left of the field is a blue information icon. To the right is a button labeled 'Sync from Criteria'.

**Generalization Criteria** 4. Pulls from the branch details within a learning tree. ↴

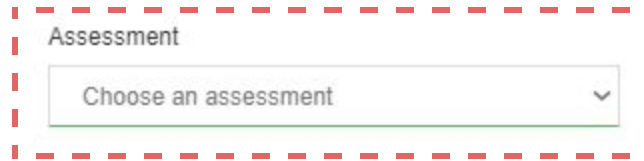
**Navigate to client's learning tree > Select Branch > Edit > Generalization Criteria**



A screenshot of a software interface showing a text input field for 'Generalization Criteria'. The field is highlighted with a red dashed border. To the left of the field is a blue information icon. To the right is a button labeled 'Sync from Criteria'.

**Assessment** 5. Assessment dropdown listed under branch's goal details. ↴

**Navigate to client's learning tree > Select Branch > View Goal > Assessment**



A screenshot of a software interface showing a dropdown menu for 'Assessment'. The dropdown is highlighted with a red dashed border. The text 'Choose an assessment' is visible inside the dropdown, along with a downward arrow icon.

**Baseline Information** 6. Pulls from the branch details within a learning tree. ↴

**Navigate to client's learning tree > Select Branch > Edit > Baseline Information**



A screenshot of a software interface showing a text input field for 'Baseline Information'. The field is highlighted with a red dashed border. To the left of the field is a blue information icon. To the right is a button labeled 'Sync from Data'.

## PROGRESS AND SIGNATURES -----

Please contact us or your [BHPN Clinical Case Manager](#) at 855-843-2476 (855-the-BHPN) directly with any additional questions or comments related to this report.

Respectfully Submitted,

The screenshot shows a signature form with a grey background. At the top, it says "Respectfully Submitted," followed by a red circle with the number "1" and an arrow pointing to the "Provider Signature" field. Below this are four fields: "Provider Full Name", "Provider Credentials", "Provider Occupation", and "License/Cert.#". A red circle with the number "2" and an arrow points to the "Provider Credentials" field, and a red circle with the number "3" and an arrow points to the "Provider Occupation" field. There is a small edit icon in the top right corner of the signature area.

**Provider Full Name** 1. Pulls from the [Basics section](#) of the employee's profile. ↴

**Navigate to employee's account > Profile > Basics**

The screenshot shows the "Basics" section of an employee profile. It contains three input fields: "First Name" with the placeholder text "First", "MI" with the placeholder text "Middle Initial", and "Last Name" with the placeholder text "Last". The entire section is enclosed in a red dashed border.

**Provider Credentials** 2. Pulls from the [Basics section](#) of the employee's profile. ↴

**Navigate to employee's account > Profile > Basics**

The screenshot shows the "Basics" section of an employee profile, specifically the "Credentials" field. The field is labeled "Credentials" and has a sub-label "(e.g., PhD, MA, etc.)". Below the label are several input boxes containing the text "BCBA", "MA", "etc", and two empty boxes. The entire section is enclosed in a red dashed border.

**Provider Occupation** 3. Pulls from the [Basics section](#) of the employee's profile. ↴

**Navigate to employee's account > Profile > Basics**

The screenshot shows the "Basics" section of an employee profile, specifically the "Occupation" field. The field is labeled "Occupation" and has a placeholder text "Occupation". The entire section is enclosed in a red dashed border.