CENTRALREACH

BHPN TRANSFER REPORT TEMPLATE

01 NOVEMBER 2019

HEADER

theBHPN behavioral health provider network	Client Name: Client Full Name (1) MRN: Patient Insured Id (2) Date of Report: Date Addendum Report: Date

---

Client Full Name 1. 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 2. 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

CLIENT INFORMATION ---

Provider Name OR 1	Provider Full Name
Provider Logo (optional)	

Client Full Legal Name: 2	Client Full Name
Medical Record Number: 3	Patient Insured Id
Date of Birth: 4	Client Birth Date
Client Age in Years, Months: *(e.g., 02 years, 08 months)*	02 years, 08 months
Date of Report:	Date
Parent/Guardian Name: 5	Contact Full Name
Parent/ Guardian Address: 6	Client Address
Out of Service Area (OOSA) Yes or No: **:** *(If Yes, provide area)*	Text box
Phone Number: 7	Client Home Phone
KP Case Manager Name:	Text box
BHPN Clinical Case Manager Name *(if known):*	Text box
Treatment Team *(include contact email and phone for supervisor):*	Text area
Diagnosis (listed on authorization)	
Client Claims Diagnosis 8	

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

Navigate to employee's account > Profile > Basics

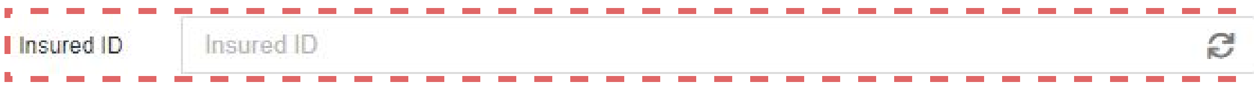
First Name	First
MI	Middle Initial
Last Name	Last

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

Navigate to client's account > Profile > Basics

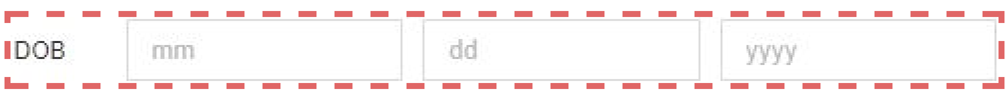
Patient Insured Id 3. Patient insured ID listed under client's [payor profile].

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



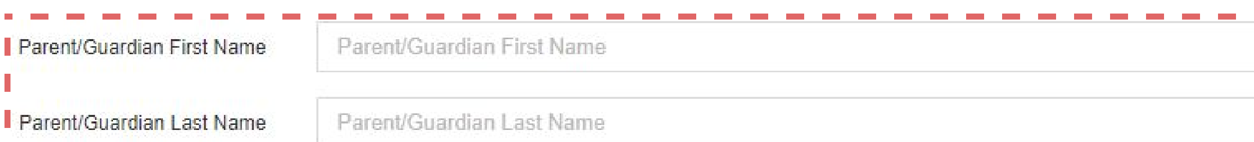
Client Birth Date 4. Pulls from the [Basics section] of the client's profile.

Navigate to client's account > Profile > Basics



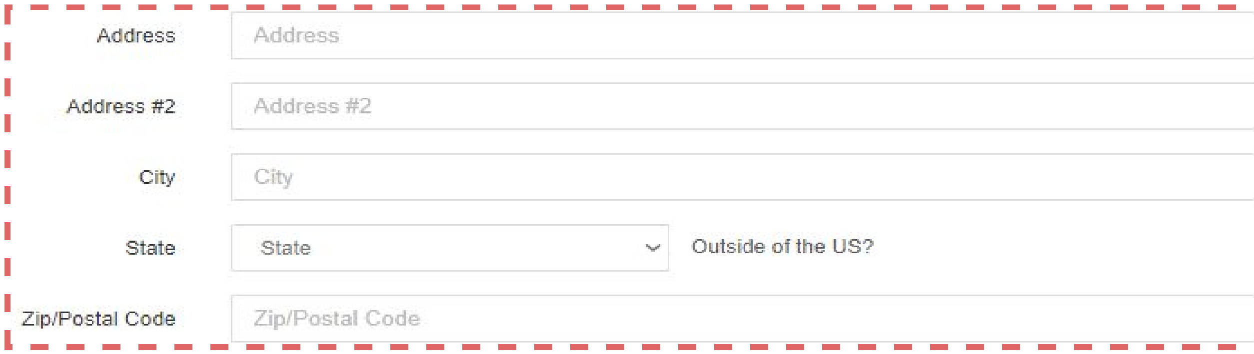
Contact Full Name 5. Pulls from the [Basics section] of the client's profile.

Navigate to client's account > Profile > Basics



Client Address 6. Pulls from the Basics section of the client’s profile.

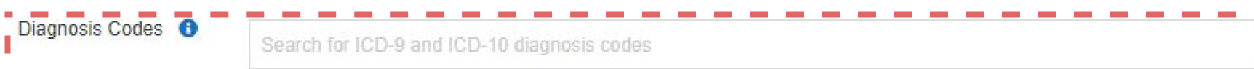
Navigate to client’s account > Profile > Basics > Address



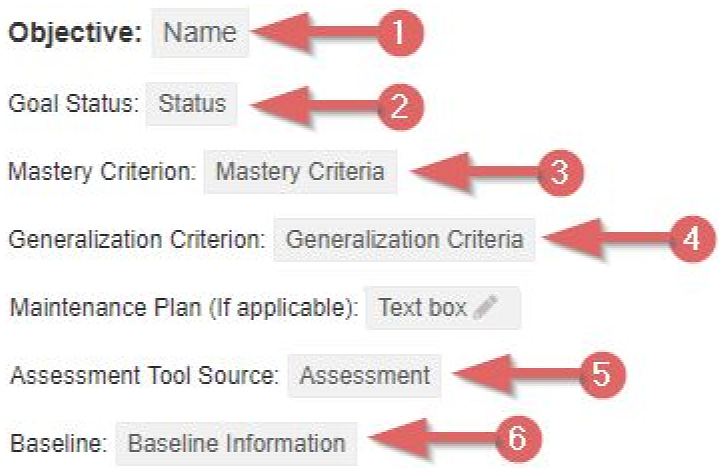
Client Home Phone 7. Pulls from the Basics section of the client’s profile.

Navigate to client’s account > Profile > Basics > Address

Client Claims Diagnosis 8. Diagnosis code listed within client’s authorization.

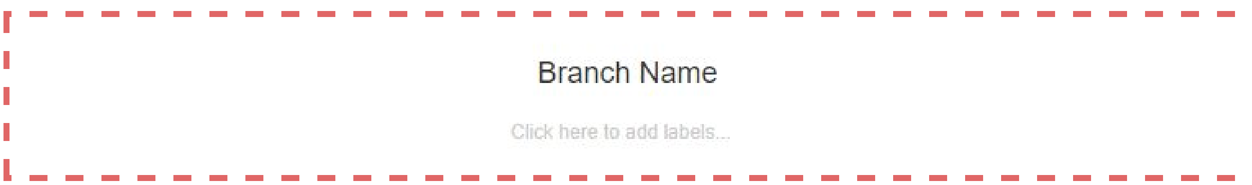


TREATMENT PLAN



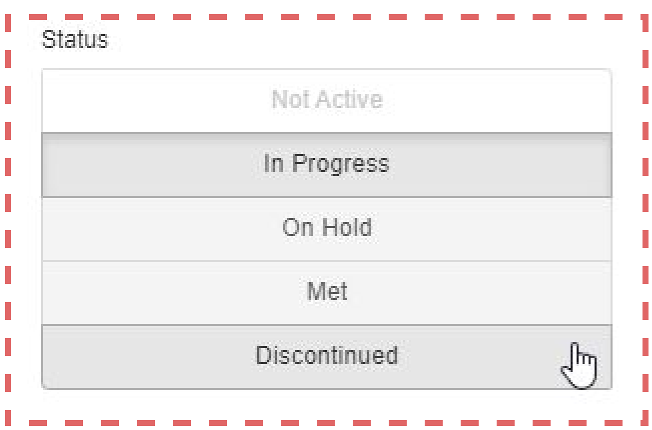
Name 1. Pulls from the name of the learning tree branch.

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



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

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

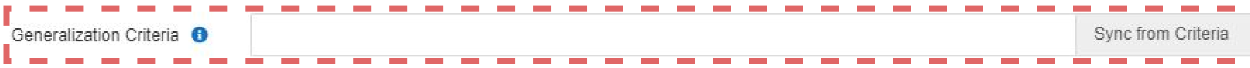


Mastery Criteria 3. Pulls from the branch details within a learning tree.

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

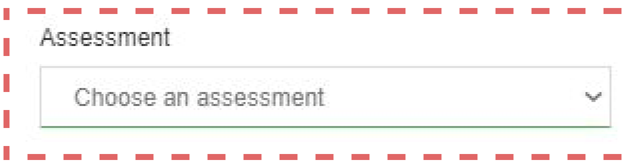
Generalization Criteria 4. Pulls from the branch details within a learning tree.

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



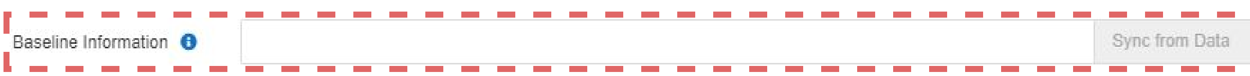
Assessment 5. Assessment dropdown listed under branch's goal details.

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



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

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



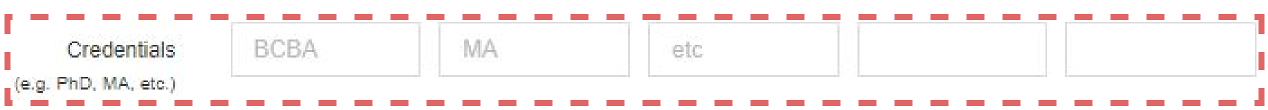
GUIDELINES --

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

Navigate to employee's account > Profile > Basics

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

Navigate to employee's account > Profile > Basics



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

Navigate to employee's account > Profile > Basics