



# SUD Provider Encounter Note Tip Sheet



**Impact:** The Encounter Note has been redesigned in WITS to make it more streamlined and easy to use. Instead of entering Encounter Note information on two different screens, now everything is displayed on one screen.



**Changes:** The Encounter Note is now on one screen. The new layout will save users time when entering data and cut down on the number of clicks required to complete and sign an Encounter Note. The functionality of the Encounter Note has not changed. **Effective March 11, 2019, the new Encounter Note layout will be in the WITS Production sites.**

### Overview of the changes:

Removed from the first screen:

- The Emergency field
- The Pregnant field

Removed from the second screen:

- The ability to link an Encounter Note with activities on an Active Treatment Plan.

For the single screen Encounter Note, the following fields are to be completed:

1. Note Type
2. Program Name
3. Parent Service
4. Service
5. Service Location
6. Start Date
7. End Date
7. Start Time
8. End Time
9. Duration
10. # of Service Units/Sessions
- 11. Client Attended - New field added!**
12. Diagnosis
13. Rendering Staff
14. Supervising Staff
15. Unsigned Notes
16. Sign Note

The screenshot shows the 'Encounter' form in WITS. It includes fields for Note Type, ENC ID, Created Date, Program Name (Williams Treatment/Adult Outpatient), Parent Service, Service, Service Location, Start Date, End Date, Start Time, End Time, Duration, # of Service Units/Sessions, Client Attended, and a section for Diagnoses (Primary, Secondary, Tertiary). It also has dropdowns for Rendering Staff (Krista, Satreatment, ACADC, LMSW) and Supervising Staff. At the bottom, there are sections for Signed Notes, Unsigned Notes, and Administrative Actions (Release to Billing). Buttons for Add Note, Sign Note, Cancel, Save, and Finish are visible.