HDIS
Health Department Information System
Helping You...Help Others

BCMH
User Manual

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Disclaimer

All data examples containing personal names, company names (or companies), vehicle information, or locations that appear in this guide are fictitious in nature and do not refer to, or portray, in name or substance, any actual names, organizations, entities, or institutions. Any resemblance to any real person (living or dead), organization, entity, or institution is purely coincidental.

Contents

Chapter 1: Getting Started

Once the BCMH module has been installed, it can be accessed by going to:

Environmental Health > BCMH
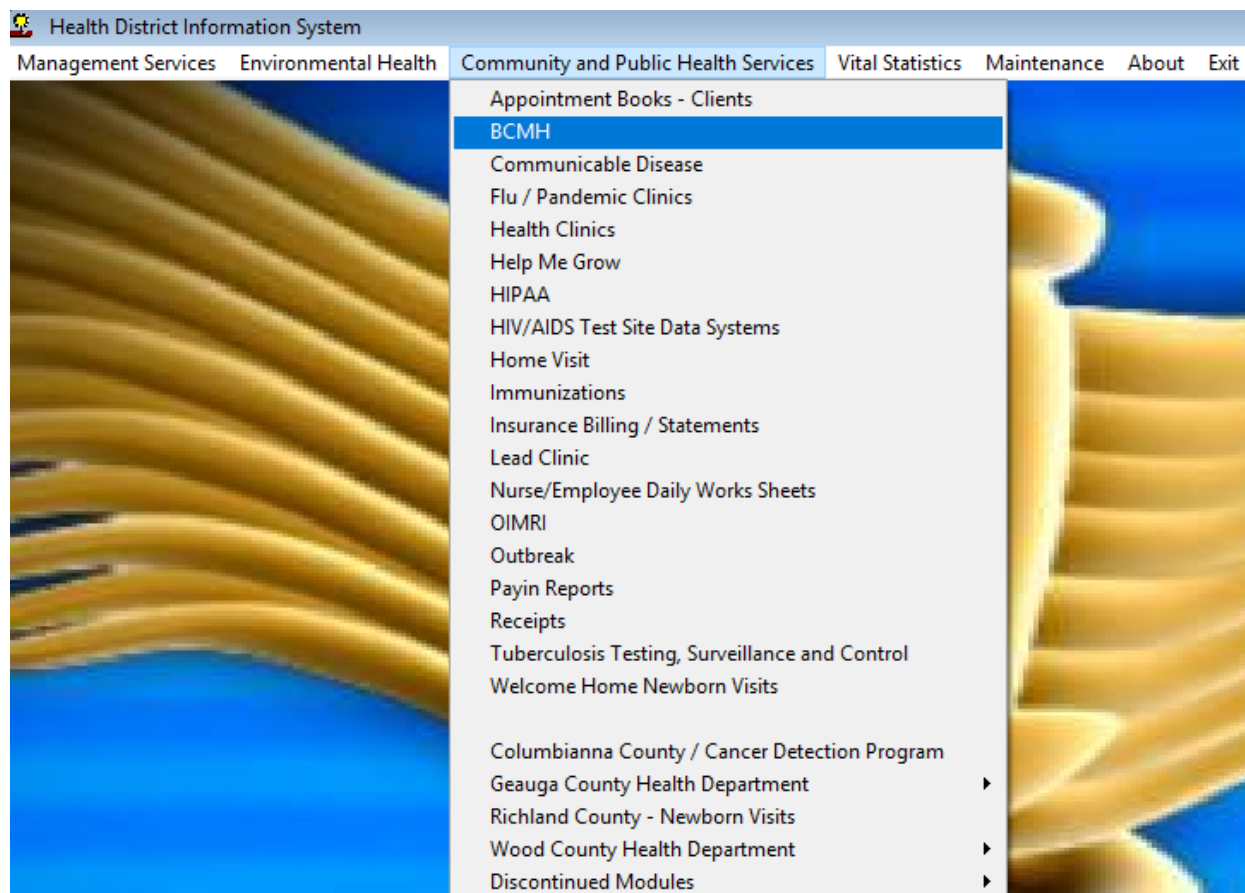
Chapter 2: Entering in BCMH

Inside the BCMH module click on the BCMH tab

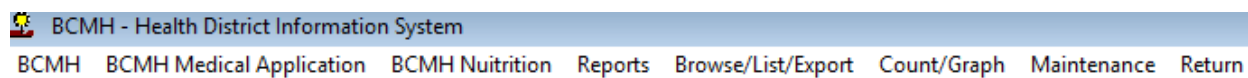| BCMH - Health District Information System |
| --- |
| BCMH   BCMH Medical Application   BCMH Nuitrition   Reports   Browse/List/Export   Count/Graph   Maintenance   Return |

Find Tab

BCMH -

Progress Notes By Date	Comprehensive PHN Assessment	Age Specific Assessment	Care Plan
Find	Demo	Info	HMG	Service	Diagnostic	Treatment	Contacts	PHN Services	Concern/Problem/Diagnosis List	Progress Notes

○ by Name   ○ by BCMH #   ○ By Date of Birth   ○ By Name BCMH Patient's Only

Enter Name (last, first middle name) or BCMH #

[   ]   [Add Name] [Close]

Last	First	Middle	Suffix	Date of Birth	Sex	SSN #
ZZZTEST	TEST	F		05/02/1925	M	- -

To pull up a previous record search by **Name**, by **BCMH #**, **Date of Birth**, and **Name BCMH Patient's Only.**

In order to *add a new record*, click the **Add Name** button.

Press the **Close** button to exit from the window.

Demo Tab

Patient Name and Address

Fill in the appropriate information

If you need to edit an existing patient click the **Modify** button to make changes.

Delete Patient Record Button will delete the patient's record *(first make sure linking **Immunizations** record is deleted).*

Previous Patient button will show the previous patient.

Next Patient button will show the next patient.

Parents/Emergency Contact Subtab

Fill in the appropriate information

If you need to edit an existing patient click the **Modify** button to make changes.

Delete Patient Record Button will delete the patient's record *(first make sure linking **Immunizations** record is deleted).*

Previous Patient button will show the previous patient.

Next Patient button will show the next patient.

Insurance / HIPAA Subtab

Fill in the appropriate information

If you need to edit an existing patient click the **Modify** button to make changes.

Delete Patient Record Button will delete the patient's record *(first make sure linking **Immunizations** record is deleted)*.

Previous Patient button will show the previous patient.

Next Patient button will show the next patient.

Subtabs for Insurance/HIPPA:

- Primary
- Secondary
- Tertiary
- HIPPA

Other Info Subtab

Fill in the appropriate information

If you need to edit an existing record click the **Modify** button to make changes.

Delete Patient Record Button will delete the patient's record *(first make sure linking **Immunizations** record is deleted).*

Previous Patient button will show the previous patient.

Next Patient button will show the next patient.

Info Tab

Fill in the appropriate information

If you need to edit an existing record click the **Modify** button to make changes.

Delete BCMH Record Button will delete the patient's record.

Previous Patient button will show the previous patient.

Next Patient button will show the next patient.

PDF Documents button opens file explorer to add PDF documents.

Subtabs for Info:
- Information
- Household Constellation
- Notes

HMG (Help Me Grow) Tab

Fill in the appropriate information

If you need to edit an existing record click the **Modify** button to make changes.

Print button opens the printing options menu.

Move* button – *Right-click* this button to move information to the **Notes** section on the **Info** Tab.

Service Tab

Fill in the appropriate information

If you need to edit an existing record click the **Modify** button to make changes.

Print button opens the printing options menu.

Move* button – *Right-click* this button to move information to the **Notes** section on the **Info** Tab.

Diagnostic Tab

Fill in the appropriate information

If you need to edit an existing record click the **Modify** button to make changes.

Print button opens the printing options menu.

Move* button – *Right-click* this button to move information to the **Notes** section on the **Info** Tab.

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User Manual

Treatment Tab

Fill in the appropriate information

If you need to edit an existing record click the **Modify** button to make changes.

Print button opens the printing options menu.

Move* button – *Right-click* this button to move information to the **Notes** section on the **Info** Tab.

Contacts Tab

Fill in the appropriate information

If you need to edit an existing record click the **Modify** button to make changes.

Print button opens the printing options menu.

Refresh button will refresh the table.

Delete Contact* button – Right click to delete the contact entry in the table displayed.

Ascending/Descending* button allows you to organize the data by Ascending or Descending order (Left click for Ascending and Right click for Descending)

Add Contact button allows you to add a new contact to the table.

Zoom button will open a window that zooms in on the table displayed.

Contacts Tab (continued…)

Total Amount Billed button:

A window pops up to display the total amounts billed.

PHN Services Tab

Changes/New Info

Fill in the appropriate information

If you need to edit an existing record click the **Modify** button to make changes.

Print button opens the printing options menu.

Next button navigates to next entry.

Previous button navigates to previous entry.

Delete PHN Services* button will delete the current PHN Services entry.

Add PHN Services button will add a new PHN Services record.

Memo Button opens a window to record the **Physician Managing Diagnosis**.

Equipment in Home 1

Fill in the appropriate information

If you need to edit an existing record click the **Modify** button to make changes.

Print button opens the printing options menu.

Next button navigates to next entry.

Previous button navigates to previous entry.

Delete PHN Services* button will delete the current PHN Services entry.

Add PHN Services button will add a new PHN Services record.

Equipment in Home 2

Fill in the appropriate information

If you need to edit an existing record click the **Modify** button to make changes.

Print button opens the printing options menu.

Next button navigates to next entry.

Previous button navigates to previous entry.

Delete PHN Services* button will delete the current PHN Services entry.

Add PHN Services button will add a new PHN Services record.

Therapies

Fill in the appropriate information

If you need to edit an existing record click the **Modify** button to make changes.

Print button opens the printing options menu.

Next button navigates to next entry.

Previous button navigates to previous entry.

Delete PHN Services* button will delete the current PHN Services entry.

Add PHN Services button will add a new PHN Services record.

Nutritional Issues

Progress Notes By Date	Comprehensive PHN Assessment	Age Specific Assessment	Care Plan

Find	Demo	Info	HMG	Service	Diagnostic	Treatment	Contacts	PHN Services	Concern/Problem/Diagnosis List	Progress Notes

Changes/New Info	Equipment in Home 1	Equipment in Home 2	Therapies	Nutritional Issues	Educational Issues/Sevice Plans	Old Report

Nutritional Issues

Special Formula/Supplements:

Covered by BCMH ☐ Yes ☐ No

Name

Dietitian Consulted ☐ Yes ☐ No

Location   Date of Last Contact
                              / /

Other Nutritional Concerns Memo

Print	Next	Previous	Delete PHN Services*	Add PHN Services	Modify

Fill in the appropriate information

If you need to edit an existing record click the **Modify** button to make changes.

Print button opens the printing options menu.

Next button navigates to next entry.

Previous button navigates to previous entry.

Delete PHN Services* button will delete the current PHN Services entry.

Add PHN Services button will add a new PHN Services record.

Memo   Button opens a window to record the **Other Nutritional Concerns**.

Educational Issues/Service Plans

Fill in the appropriate information

If you need to edit an existing record click the **Modify** button to make changes.

Print button opens the printing options menu.

Next button navigates to next entry.

Previous button navigates to previous entry.

Delete PHN Services* button will delete the current PHN Services entry.

Add PHN Services button will add a new PHN Services record.

Memo   Button opens a window to record the **Parent/Guardian/Client Concerns**, **PHN Concerns/Actions**, and **Does the family have any special needs that BCMH should be aware of?** memos.

Old Report

Fill in the appropriate information

If you need to edit an existing record click the **Modify** button to make changes.

Print button opens the printing options menu.

Next button navigates to next entry.

Previous button navigates to previous entry.

Delete PHN Services* button will delete the current PHN Services entry.

Add PHN Services button will add a new PHN Services record.

Memo   Button opens windows to record extra information.

Referrals   Button opens a window to record **referrals**.

Referrals Button

Memo

Concern/Problem/Diagnosis List Tab

Fill in the appropriate information

If you need to edit an existing record click the **Modify** button to make changes.

Print button opens the printing options menu.

Add Problem button will allow user to enter a new problem.

Delete Problem Plan* - Right click to delete the entered problem plan

Add Concern Column to Parent/Guardian/Client Concerns copies the information from the table and enters it into Parent/Guardian/Client Concerns section.

Add Concern & Action Column to Parent/Guardian/Client Concerns copies the information from the table and enters it into Parent/Guardian/Client Concerns section.

Add Concern Column to PHN Concerns/Actions copies the information from the table and enters it into PHN Concerns/Actions section.

Add Concern & Action Column to PHN Concerns/Actions copies the information from the table and enters it into PHN Concerns/Actions section.

Progress Notes Tab

Go To Top	Allows user to go to the top of the page.
Go To Bottom	Allows user to go to bottom of the page.
Spell Check	Will run a spell check on Progress Notes.
Modify	Allow user to modify the Progress Notes.
Print	Opens window with printing options.

Progress Notes By Date Tab

Re-Sort Dates* - Right click to sort dates.

Delete Blank Progress Note* button - right-click and it allows you to delete a selected blank progress note.

Add Progress Note* button – right-click and it allows you to add a new progress note.

Zoom button opens another window with display options for the data in the table.

If you need to edit an existing record click the **Modify** button to make changes.

Print button opens the printing options menu.

Comprehensive PHN Assessment Tab

If you need to edit an existing record click the **Modify** button to make changes.

Print button opens the printing options menu.

Add Assessments button allows you to add a new assessment.

Right click **Delete Assessment*** to delete the selected assessment.

Right click **Delete All Assessments*** to delete all of the assessments in the table.

Age Specific Assessment Tab

If you need to edit an existing record click the **Modify** button to make changes.

Print button opens the printing options menu.

Add Assessments button allows you to add a new assessment.

Right click **Delete Assessment*** to delete the selected assessment.

Right click **Delete All Assessments*** to delete all of the assessments in the table.

Care Plan

If you need to edit an existing record click the **Modify** button to make changes.

Print button opens the printing options menu.

Right click **Delete Care Plan*** to delete the current care plan.

Click **Add Care Plan** button to create a new care plan entry.

Print Options

Enter in a date range relating to the **From Date of Service** and **To Date of Service**.

Select appropriate check-box to print or preview form.

Chapter 3: BCMH Medical Application

Navigate to: **Community and Public Health Services >BCMH> BCMH Medical Application**.

Once selected, a window starting on the **Find** tab will appear.

Enter a last, first, or middle name in the **search box to find** a patient.

Click **Add Name** button to enter in a new patient.

Close button will exit out of the window.

Demo 1-25

Child's Info 1-9 Subtab

Fill in the appropriate information

Right click **Delete Medical Application*** button to delete the visible Medical application.

Click the **Add Medical Application** button to create a new application.

If you need to edit an existing record click the **Modify** button to make changes.

Parents/Guardians Info 10-19 Subtab

Fill in the appropriate information

Right click **Delete Medical Application*** button to delete the visible Medical application.

Click the **Add Medical Application** button to create a new application.

If you need to edit an existing record click the **Modify** button to make changes.

Health Insurance 20-19 Subtab

Fill in the appropriate information

Right click **Delete Medical Application*** button to delete the visible Medical application.

Click the **Add Medical Application** button to create a new application.

If you need to edit an existing record click the **Modify** button to make changes.

Dental/Vision Ins. 22-25 Subtab

Fill in the appropriate information

Right click **Delete Medical Application*** button to delete the visible Medical application.

Click the **Add Medical Application** button to create a new application.

If you need to edit an existing record click the **Modify** button to make changes.

![HDIS - Health Department Information System - Helping You...Help Others](logo)

Other Info 26-36 Tab

Fill in the appropriate information

If you need to edit an existing record click the **Modify** button to make changes.

Print button opens the printing options menu:

Major Services 37-42 Tab

Category of Service 1 & 2 & 3 Subtab

Fill in the appropriate information

If you need to edit an existing record click the **Modify** button to make changes.

Print button opens the printing options menu:

Category of Service 4 & 5 & 6 Subtab

Fill in the appropriate information

If you need to edit an existing record click the **Modify** button to make changes.

Print button opens the printing options menu:

Major Services 38-42 Subtab

Memo Button opens up a window that allows you to write a memo.

Fill in the appropriate information

If you need to edit an existing record click the **Modify** button to make changes.

Print button opens the printing options menu:

Public Health Nurse Referral 43-54

Fill in the appropriate information

If you need to edit an existing record click the **Modify** button to make changes.

Print button opens the printing options menu:

Chapter 4: Reports

Navigate to: **Community and Public Health Services >BCMH> Reports**. There will be a drop down menu for different types of reports you can create/modify.
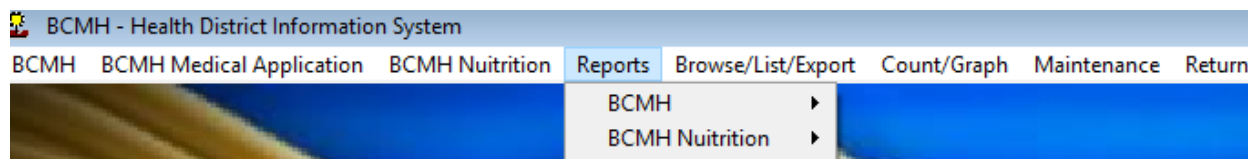
Example of Report Options:

Report	Description
BCMH	
Adjusted Off	Prints out the amount adjusted of your payments, fill in a from and to date for your report
Caseload	Prints out a caseload of clients. You may sort by LOA date, employee, or type of service plan
Caseload – Combined	Prints out a combined caseload of clients. You may sort by LOA date, employee, or type of service plan
Count of BCMH Clients	Prints out a count of BCMH clients report. Can sort by Employee, HMG, Service Coordination, Diagnostic, and Treatment.
Discharged	Prints a list of clients that have been discharged from BCMH. For this report to work, you must fill in the "Discharge Date" field in the BCMH program.
Envelopes	Prints envelopes, use filters to specify the mailing address.
Filing Label	Prints filing labels, use filters to specify the mailing address.
First Contact Report	Generates a First Contact Report through entered From Contact Date and To Contact Date
BCMH Billing / HCFA 1500 (Printing)	Prints out HCGA 1500 reports based on From Contact Date and To Contact Date
BCMH Billing / HCFA 1500 (Transfer to Insurance Billing)	Generates report BCMH Billing/HCFA 1500 Transfer to Insurance billing
HCFA Claims Billed	Prints a list of billed claims, fill in the "From Date Billed" and a "To Date Billed" to get the report.
HCFA Claims Paid	Prints a list of paid claims, fill in the "From Date Paid" and a "To Date Paid" to get the report.

HCFA Claims Unpaid	Prints a list of unpaid claims, fill in the "From Contact Date" and a "To Contact Date" to get the report.
Labels	Prints labels, use filters to modify your labels
Last Contact Information	Generates a report for Last Contact Information by date
List	Prints a list of clients, use filters to modify your report
List by Political Subdivision	Prints a list of clients by political subdivision, use filters to modify your report
Minutes To Be Billed	Generates a Minutes to be billed report based on date and employee
Number of Referrals	Generates a total list for number of referrals report, by date
Pending With All Contacts	Prints a list of pending clients, can filter by Employee
Pending With Contacts Not Billed	Prints a list of pending clients, can filter by Employee
Pilot Project Contact Information	Generates pilot project contact information report
Return Visit Report (detail)	Provides the nurse or coordinator with date of next visit. The date for the next visit can be entered on the "Contacts" page of the program
Return Visit report (summary)	Generates a summary report for return visits, filter by Employee
Statistical Report From for PHN Diagnostic Referral Services	Generates a statistical report from PHN Diagnostic Referral Services on given From Contact Date and To Contact Date
Survey Questions	Generates a report summarizing responses to the survey questions
Survey Question Comments	Generates a report with the comments left on survey questions
To Be Billed	Prints a list of contacts that are to be billed for, fill in a "From Contact Date" and a "To Contact Date" and choose a Nurse from the dropdown
Total Amount Billed	Prints the total amount billed when you fill in the "To LOA Date"
Total Contact Minutes by Political Subdivision	Generates Total Contact Minutes with given date range, employee and political subdivision
Visits by Nurse	Generates report for visits by nurse with given date range
Visits by Political Subdivision	Generates report for visits by political subdivision from given date range
Yearly Statistical Report	Prints out your Yearly Statistical Report when you enter a "From" and "To" date
YTD Reports	Generates year to date reports

Chapter 5: Browse/List/Export

Inside the **BCMH** module navigate to the **Browse/List/Export.**
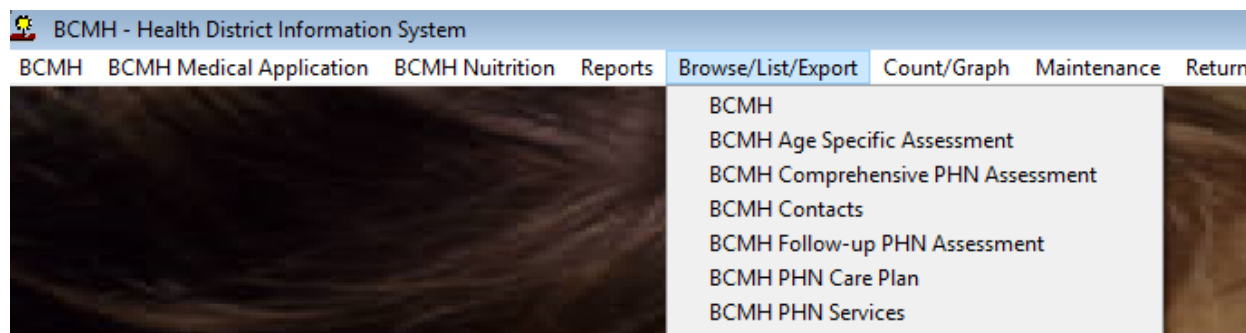
This section allows the exportation of data, also allowing the user to use Filters.

There are also multiple ways for you to output the data: Screen, Printer, DBF file, SDF file, and Delimited file.

If you pick DBF file, SDF file, or Delimited file make sure you select the appropriate path.

Select **Browse** to find the needed path.
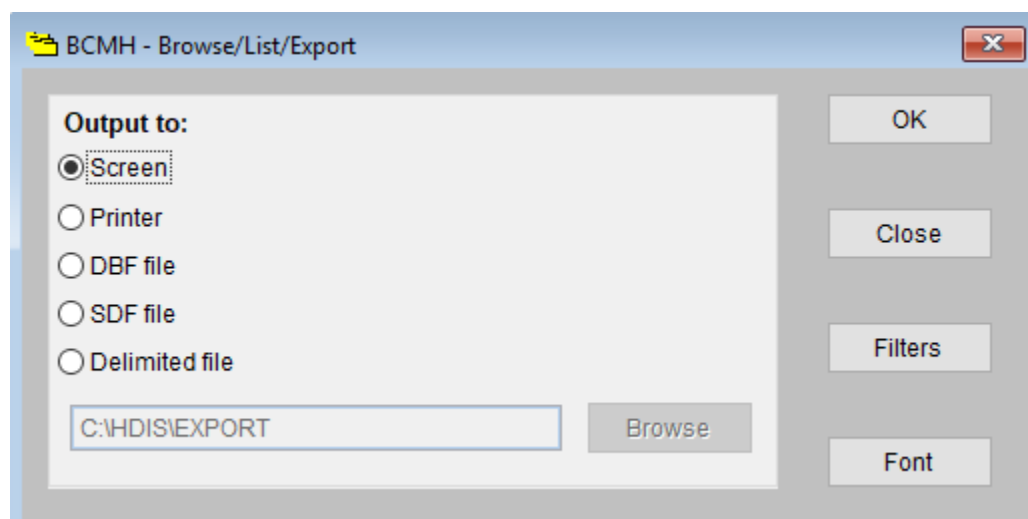
Filters

Open the **Browse/List/Export** menu**,** click on the **Filters** button to access the filters menu. This section allows you to set filters based on the **Output Field**.

** Note ** If you are attempting to create a filter to search for *only* blank data use: "(Blank)."

"(Blank)" is appropriate when you are searching for an unspecified name, date, or Boolean (True/False – Yes/No).

 ** Note ** If you want to search for a string with some spacing after the characters use: "AB(B)".

Example for characters with a space:

Desired Search Result: "Monkey Inc"

Appropriate Search: "Monkey(B)"

Chapter 6: Count Graph

Inside the **BCMH** module navigate to the **Count/Graph.**
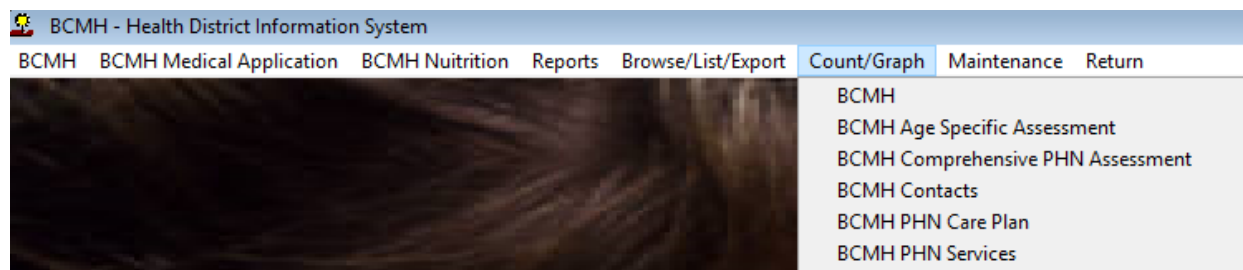
Create the title you would like as the **Report Title**.

This section allows you to create a Count, Pie graph, or bar graph of the data. There is a **Report Title**, **Legend Title**, **List of Field Names**, **Footer, and Output to** section. The **Output to** gives you options on how you want to display or store your results.

Under the **Output**: there is an option to show the ***top ten*** or ***all*** results.

There is a **Filters** button which is identical to the Filters in the **Browse/List/Export** section. The purpose of the filters section is so you can manipulate the type of results. For example: Let's say you wanted to see results from a certain date range. If you go into filters you can create a date range and the results will only display those records.

There is a **Sort by** section where you can organize your results from *High to low (Greatest value to lowest value)*, *Low to high (Lowest value to greatest value)*, and by *data* (results will be displayed organized based on the data. Example: If it is based on ID numbers, the numbers will be organized in order).

In the **Type** area, if you select Totals**: Level I Group** and **Level 2 Group** options will display. Select the best options dependent on your search type.

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BCMH - Count/Graph

Report Title

1st admitted

Legend Title

1st admitted	
504 Plan	
Address ID	
Age	
Client ID	
Comprehensive Service Pl	
Dentist	
Dentist last seen	
Dentists next appt.	
Diagnostic 1st DX code	
Diagnostic 1st DX desc.	
Diagnostic 2nd DX code	
Diagnostic 2nd DX desc.	
Diagnostic 3rd DX code	
Diagnostic 3rd DX desc.	
Diagnostic 4th DX code	
Diagnostic 4th DX desc.	
Diagnostic 5th DX code	
Diagnostic 5th DX desc.	
Diagnostic 6th DX code	
Diagnostic 6th DX desc.	
Diagnostic Began	
Diagnostic Discharge	
Diagnostic From	
Diagnostic Sequence #	

[Filters] [Close] [OK]

Output to:
- ◉ Screen   ○ Print
- ○ DBF file   ○ SDF file   ○ Delimited file

C:\HDIS\EXPORT   [Browse]

Output:
◉ top ten   ○ all

Type
- ◉ count   ○ Totals
- ○ pie graph   ○ pie graph (full page)
- ○ bar graph   ○ bar graph (full page)

Sort by
- ◉ High to low
- ○ Low to high
- ○ by data

Level 1 Group
| 1st admitted |
| Address ID |
| Adult Immunization |
| Age |

[Clear]

Level 2 Group
| 1st admitted |
| Address ID |
| Adult Immunization |
| Age |

[Clear]

Footer

Count

Here is an example of what the "**Count**" type would look like.

There are percentages and totals on the side and bottom of the page.

If you choose to add filters, those will also be shown at the bottom of the page.

Click on the door icon next to the percent to return to the menu:

Pie Graph

Here is an example of what the "**Pie Graph**" type would look like.

Depending on the data chosen, the percentages are altered to reflect it.

There is a legend displaying the data chosen and the color representation.
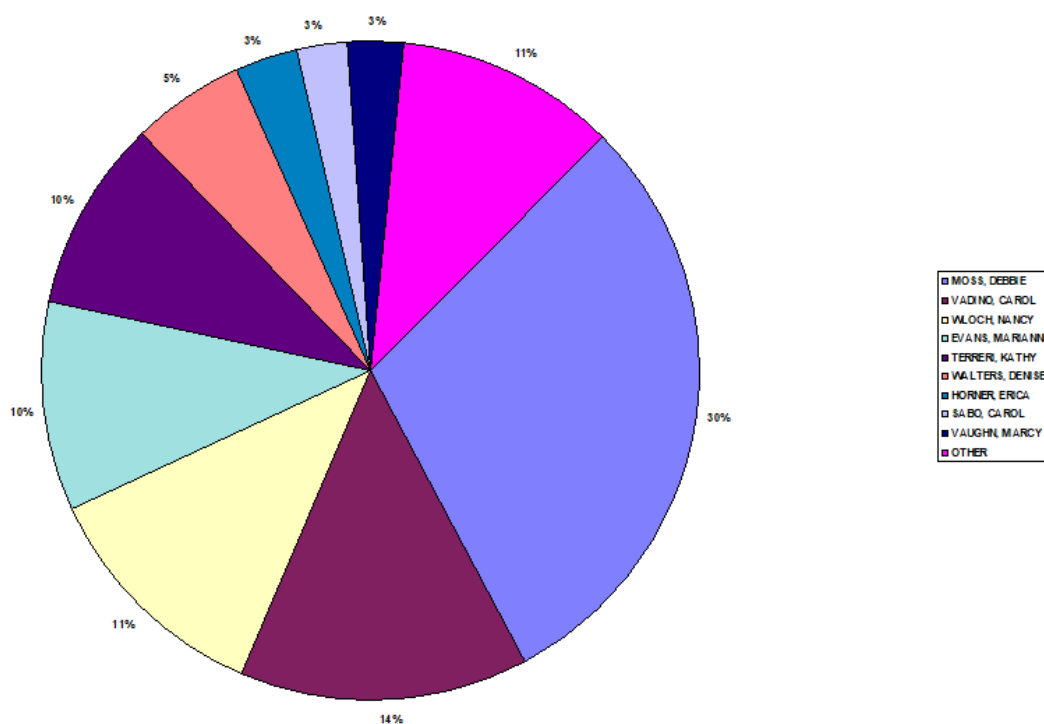
Click on the door icon next to the percent to return to the menu:
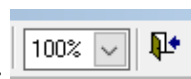
Bar Graph

Here is an example of what the "**Bar Graph**" type would look like.

Depending on the data chosen, there will be a specific color to represent the data's bar.

Nurse
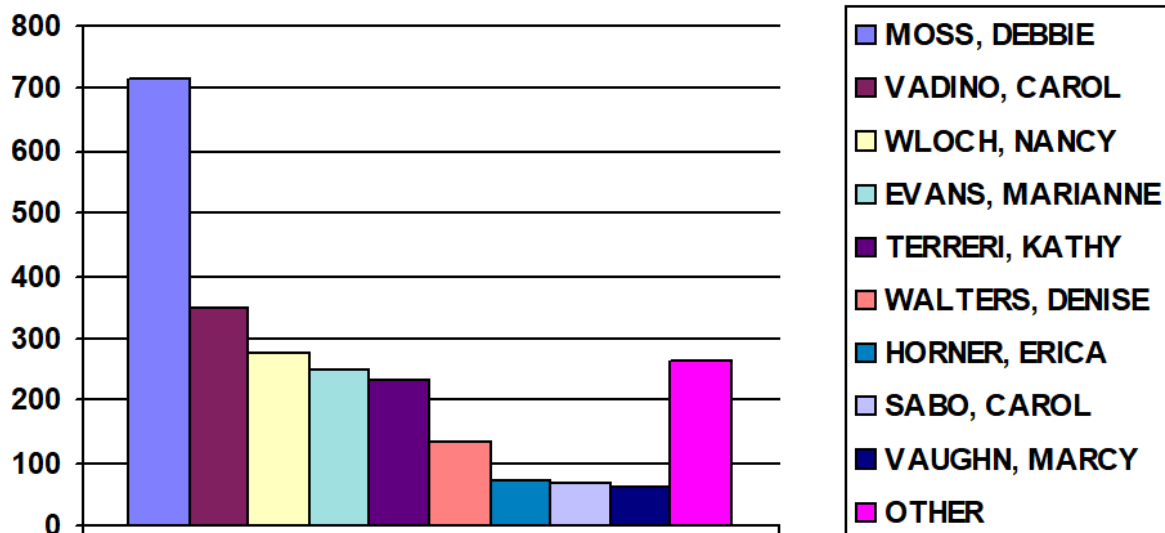
Click on the door icon next to the percent to return to the menu:
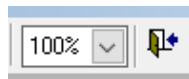
Chapter 7: Maintenance

Navigate to: **Environmental Health > BCMH > Maintenance**

The Maintenance section holds a lot of the mechanics behind the module.

Go through each section and make sure the information and codes are appropriate for the module.
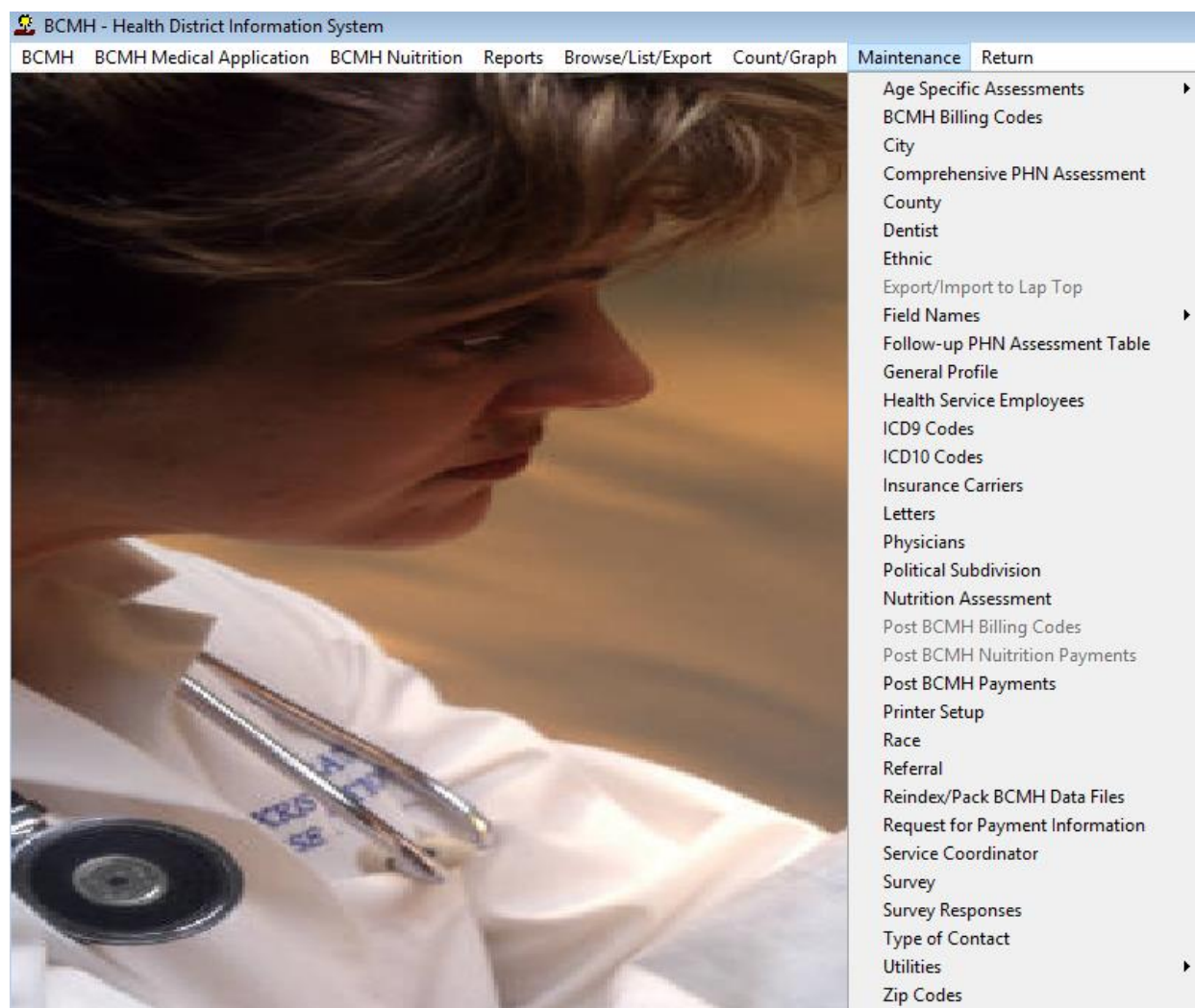
Age Specific Assessments

This area allows you to add/modify/delete Age Specific Assessments.

Enter the Number, Issues, and Review for new entries.

BCMH Billing Codes

Navigate to: **Maintenance > BCMH Billing Codes**

Add/Delete/Modify the BCMH Billing codes through this menu.

Code	Desc	POS	DC	FEE	UNITS	MINUTES
90190	DIAGNOSTIC	12	1	115.00	1	
99539	SERVICES - OFFICE	11		10.00	1	15
99539	SERVICES - HOME	12		10.00	1	15
99600	SERVICES - OFFICE	11		10.00	1	15
99600	SERVICES - HOME	12		10.00	1	15
FCH	FIRST CONTACT-HOME					
FCM	FIRST CONTACT-MAIL					
FCP	FIRST CONTACT-PHONE					
FCR	FIRST CONTACT-REFUSED					
FCU	FIRST CONTACT-UNABLE TO REACH					
FUP	FOLLOW UP - PHONE					
PHN01	SERVICES-HOME	12	1	40.00	1	60
PHN02	SERVICES-HOME	12	1	60.00	1	90
PHN03	SERVICES-HOME	12	1	80.00	1	120
PHN04	SERVICES-HOME	12	1	100.00	1	150
PHN05	SERVICES-HOME	12	1	120.00	1	180
PHN06	SERVICES-HOME	12	1	140.00	1	999

Close

Add

Delete

Print

City

Navigate to: **Maintenance > City**

Add/Delete/Modify the cities used in the BCMH module.

Comprehensive PHN Assessment Table

Navigate to: **Maintenance > Comprehensive PHN Assessment Table**

Add/Delete/Modify the Comprehensive PHN Assessment Table with the appropriate information needed in BCMH module.

County

Navigate to: **Maintenance > County**

Add/Delete/Modify the counties used in BCMH

Dentist

Navigate to: **Maintenance > Dentist**

Add/Delete/Modify the Dentist information used in the BCMH module.

Click **Envelope** button to print off Dentist information for an envelope.
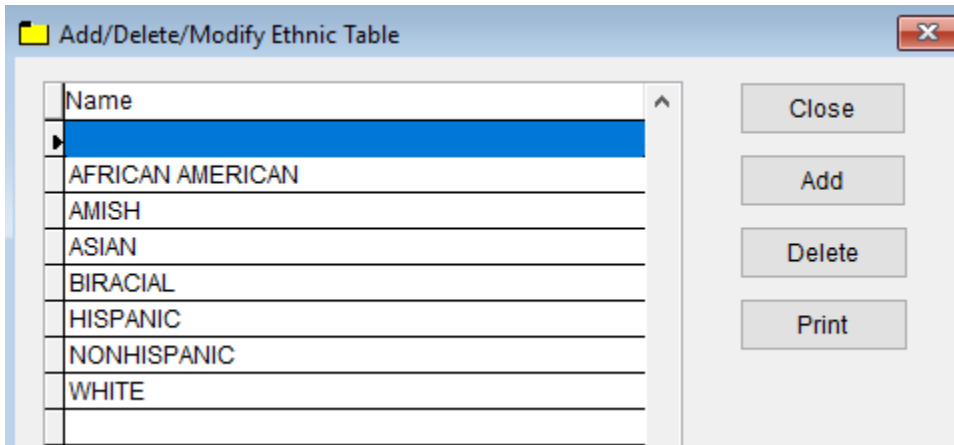
Name (ADA 2006-Box 48)	Address1 (ADA 2006-Box 48)	Address2	
, FORUM HEALTH	510 GYPSY LANE		
, REFRESH DENTAL			
, ST ELIZABETH			
, YO. DENTAL CLIC			
AUGUSTIN DDS, CESAR			

Close
Add
Delete
Print
Envelope

Ethnic

Navigate to: **Maintenance > Ethnic**

Add/Delete/Modify the Ethnic information used in the BCMH module

Field Names

Navigate to: **Maintenance > Field Names**

The field names listing can be very useful in determining what fields you wish to utilize to merge data for letters or when creating ad hoc reports. The field name column is used to merge data into letters.

Enter the field name in capital letters in the body of the letter surrounded by asterisks (no spaces between asterisks and field name).

Example: *FIELDNAME*

See Letters for more information on Letters.

Follow-up PHN Assessment Table

Navigate to: **Maintenance > Follow-up PHN Assessment Table**

Add/Delete/Modify the Follow-up PHN Assessment Table information used in the BCMH module

Number	Issues	Review
0		
1	REVIEW LOA	A) NOTE CHANGES/ INSURANCE /MEDICAID
1		B) STATE REASON FOR VISIT
2		A CURRENT MDICATIONS, ETC.
2	MEDICAL ISSUES	B) NOTE FOLLOW-UP APPOINTMENTS,
2		C) HOSPITALIZATIONS,
2		D) ALLERGIES
2		E) HGB LEVEL
2		F) LEAD LEVEL / LEAD SOURCES
2		G) THERAPIES
3	IMMUNIZATIONS	A) CURRENT YES/NO IF NO WHY NOT?
3		B) NOT UP TO DATE D/T MED. REASONS
3		C) NOT UP TO DATE D/T RELIG. REASONS
3		D) STATE NEEDS AND ACTION TAKEN
3		E) FAMILY IMMUNIZATIONS DISCUSSED
3		F) FAMILY CURRENT YES/NO

Close

Add

Delete

Print

General Profile

Navigate to: **Maintenance > General Profile**

The **General** Profile **allows** you to fill out the basic information regarding **BCMH.**

Check marking a year next to **View Archives** will give you access to previous data from the selected years.

On the **General** Tab there are options to edit the margins in letters and letter heads.

Health Service Employees

Navigate to: **Maintenance > Health Service Employees**

Add/Delete/Modify the Health Service Employees information used in the BCMH module

Code	Name	District
NB	BUTCH, NANCY	
BC	CHRISTENSEN, BRENDA	
SG	GOUSSIOS, SHELLEY	
EH	HORNER, ERICA	
DM	MOSS, DEBBIE	
MV	VAUGHN, MARCY KAY	
DW	WALTERS, DENISE	
AW	WIDRIG, AMIE	

Buttons: Close, Add, Delete, Print

ICD9 Codes

Navigate to: **Maintenance > ICD9 Codes**

Add/Delete/Modify the ICD9 information used in the BCMH module

ICD10 Codes

Navigate to: **Maintenance > ICD10 Codes**

Add/Delete/Modify the ICD10 information used in the BCMH module

Code	HIPAA-covered transactions	Description
A00	0	CHOLERA
A000	1	CHOLERA DUE TO VIBRIO CHOLERAE 01, BIOVAR CHOLERAE
A001	1	CHOLERA DUE TO VIBRIO CHOLERAE 01, BIOVAR ELTOR
A009	1	CHOLERA, UNSPECIFIED
A01	0	TYPHOID AND PARATYPHOID FEVERS
A010	0	TYPHOID FEVER
A0100	1	TYPHOID FEVER, UNSPECIFIED
A0101	1	TYPHOID MENINGITIS
A0102	1	TYPHOID FEVER WITH HEART INVOLVEMENT
A0103	1	TYPHOID PNEUMONIA
A0104	1	TYPHOID ARTHRITIS
A0105	1	TYPHOID OSTEOMYELITIS
A0109	1	TYPHOID FEVER WITH OTHER COMPLICATIONS
A011	1	PARATYPHOID FEVER A
A012	1	PARATYPHOID FEVER B
A013	1	PARATYPHOID FEVER C
A014	1	PARATYPHOID FEVER, UNSPECIFIED
A02	0	OTHER SALMONELLA INFECTIONS

Close
Add
Delete
Print by Code
Print by Alpha

Add/Delete/Modify ICD9 Table

Insurance Carriers

Navigate to: **Maintenance > Insurance Carriers**

Add/Delete/Modify the Insurance Carriers information used in the BCMH module

Carrier's Name	Mail to Name	Address	City	St
AARP	AARP	P.O. BOX 31362	SALT LAKE CITY	U
ADVANTRA (COVENTRY)	HEALTH AMERICA			
AETNA	AETNA HEALTH CARE	P.O. BOX 981106	EL PASO	T.
ALICARE	ALICARE			
ALL SAVERS	ALL SAVERS	P.O. BOX 31375	SALT LAKE CITY	U
AMERICAN COMMUNITY	AMERICAN COMMUNITY MUTUAL LIFE			
ANTHEM	ANTHEM	P.O. BOX 37180	LOUISVILLE	K
ANTHEM ACCESS	ANTHEM ACCESS	P.O. BOX 3718	LOUISVILLE	K
ANTHEM BCBS	ANTHEM BCBS	P.O. BOX 37180	LOUSIVILLE	K
ANTHEM BCBS	ANTHEM BCBS	PO BOX 105187	ATLANTA	G
ANTHEM BLUE	ANTHEM BLUE	P.O. BOX 37180	LOUISVILLE	K
ANTHEM BLUE CROSS	ANTHEM BLUE CROSS	PO BOX 60007	LOS ANGLES	C
APEX	APEX	P.O. BOX 3630	AKRON	O
ASSURANT HEALTH 39065	ASSURANT HEALTH	P.O. BOX 2806	CLINTON	IA
AULT-CARE	AULT-CARE	2600 SIXTH STREET SW	CANTON	O
AUXIANT	AUXIANT PHCS BY MULTIPLAN	P.O. BOX 6090	DEL PERE	W
BC/BS	BLUE CROSS/BLUE SHIELD	600 E LAFAYETTE BLVD.	DETROIT	M
BC/BS OF TENN	CLAIMS SERVICE CENTER	1 CAMERON HILL CIRCLE, STE 0002	CHATTANOOGA	T
BEECH STREET	BEECH STREET			
BLUE ADVANTAGE	BLUEADVANTAGE ADMINISTRATORS OF ARKANSA	PO BOX 1460	LITTLE ROCK	A
BLUE CROSS BLUE SHIELD	ANTHEM BC/BS	P.O. BOX 533	NORTH HAVEN	C
BUCKEYE COMMUNITY	BUCKEYE COMMUNITY	P.O. BOX 6200	FARMINGTON	M
CAREFIRST BC/BS	CAREFIRST BC/BS	P.O. BOX 14115	LEXINGTON	K
CARESOURCE	CARESOURCE	ONE DAYTON CENTRE	DAYTON	O
CENTRAL RESERVE LIFE	CENTRAL RESERVE LIFE			
CHAMPVA	CHAMPVA	P.O. BOX 469064	DENVER	C
CIGNA	CIGNA HEALTH CARE	PO BOX 188022	CHATTANOOGA	T
CORESOURCE	CORESOURCE	P.O. BOX 2310	MT. CLEMENS	M
COVENTRY	THE MAIL HANDLERS BENEFIT PLAN	PO BOX 8402	LONDON	K
EMERALD HEALTH NETWORK	EMERALD HEALTH NETWORK	PO BOX 53010	LUBBOCK	T.

Zoom | Sort By Carrier's Name | Sort By Mail To Name | Add | Delete | Print | Close

Letters

Navigate to: **Maintenance > Letters**

If you click on **Letters** under the **Maintenance** tab window will pop up. Here you can create letters relating to a specific area under **BCMH**. After reading this page, click this link to see more information on field names.

The HDIS system provides you the flexibility to write standard letters that can be sent to clients. These letters will pull data through use of the *. The * is placed on each end of the field name that you want to pull into the letter.

Merge fields:

All upper case:	*OWNER*	JOSEPH NAPAVER
Only first letter uppercase	*Owner*	Joseph Napaver
All lower case	*type of animal*	dog

Examples: *OWNER*   = TOM GORDON
             Owner   = Tom Gordon
             type of animal   = dog

Physicians

Navigate to: **Maintenance > Physicians**

Add/Delete/Modify the Physicians information used in the BCMH module

Political Subdivision

Navigate to: **Maintenance > Political Subdivision**

Add/Delete/Modify the Political Subdivision information used in the BCMH module
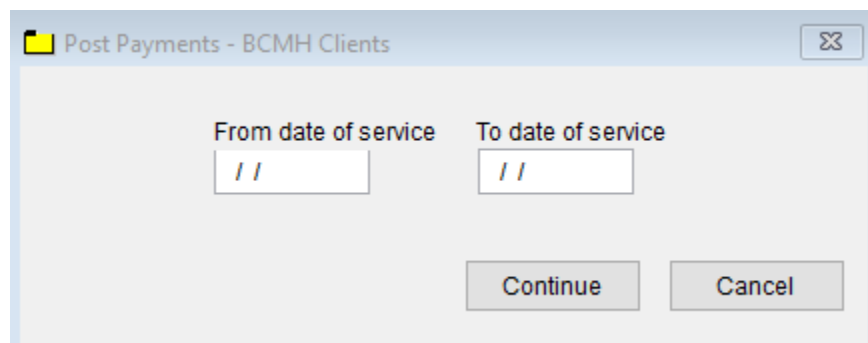
Post BCMH Payments

Navigate to: **Maintenance > Post BCMH Payments**

This utility will post payments to BCMH clients.
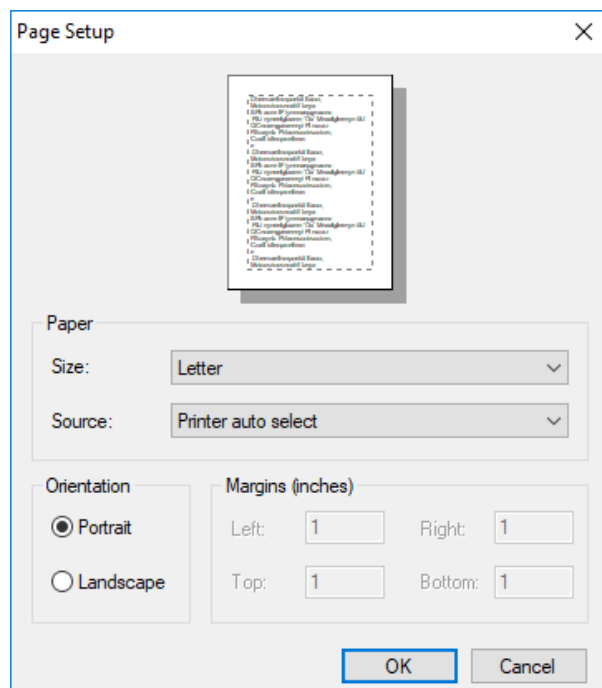
Printer Setup

Navigate to: **Maintenance > Printer Setup**

The print setup allows you to choose from what printer you would like to print.

Select the printer in the name dropdown and click **OK**.
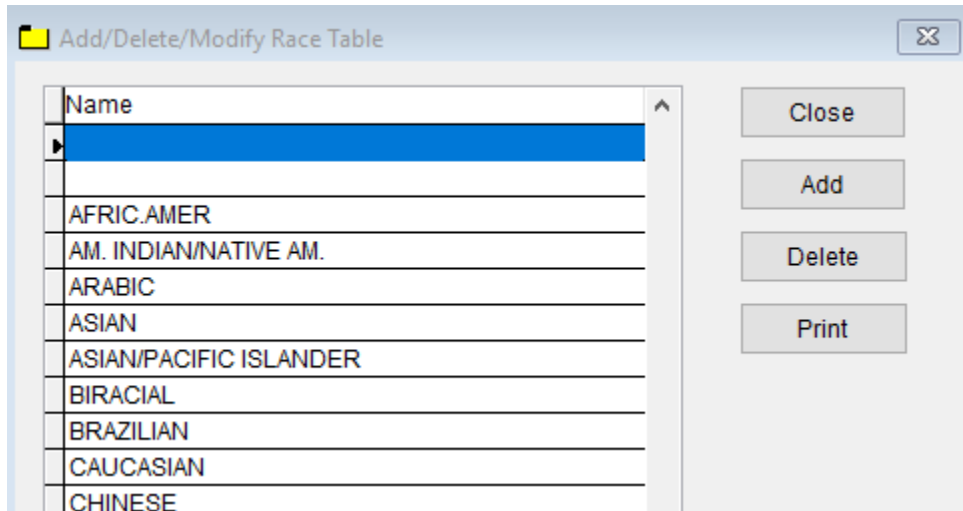
Race

Navigate to: **Maintenance > Race**

Add/Delete/Modify the Race information used in the BCMH module
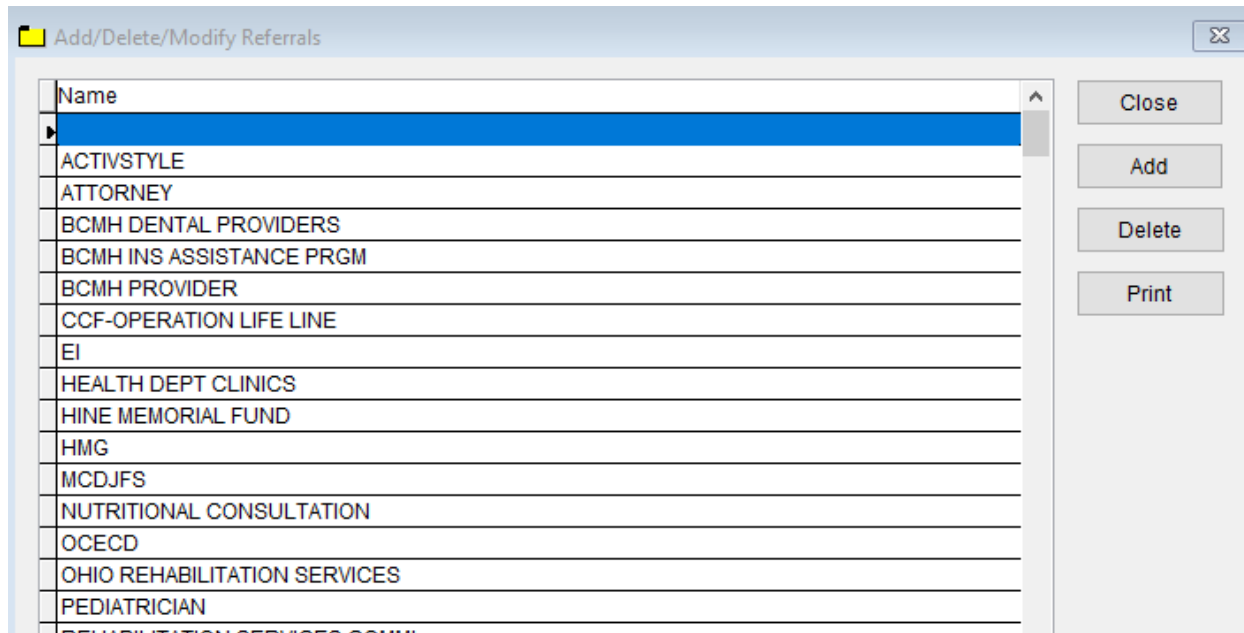
Referrals

Navigate to: **Maintenance > Referrals**

Add/Delete/Modify the Referrals information used in the BCMH module

Reindex/Pack BCMH Data Files

Navigate to: **Maintenance > Reindex/Pack BCMH Data Files**

This function is only needed should your data be corrupt due to a power failure.
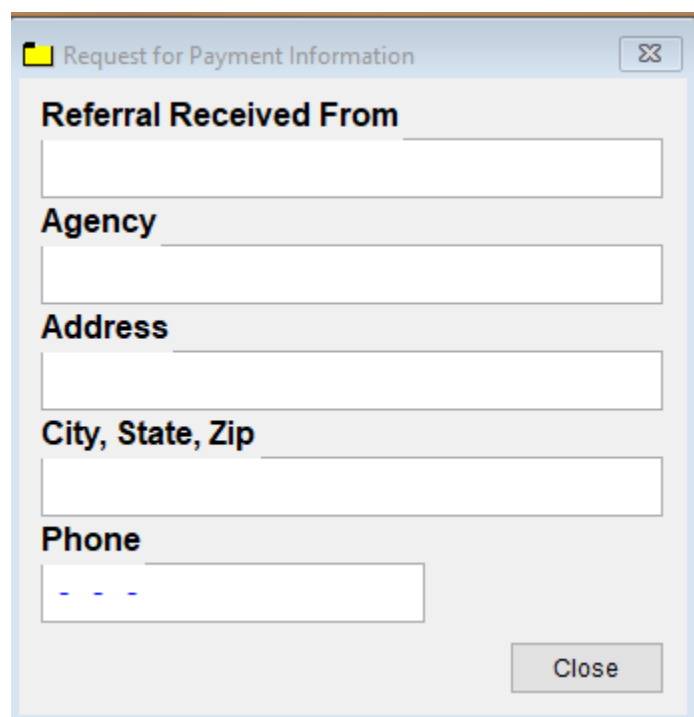
Please contact BGI if you have any questions or concerns.
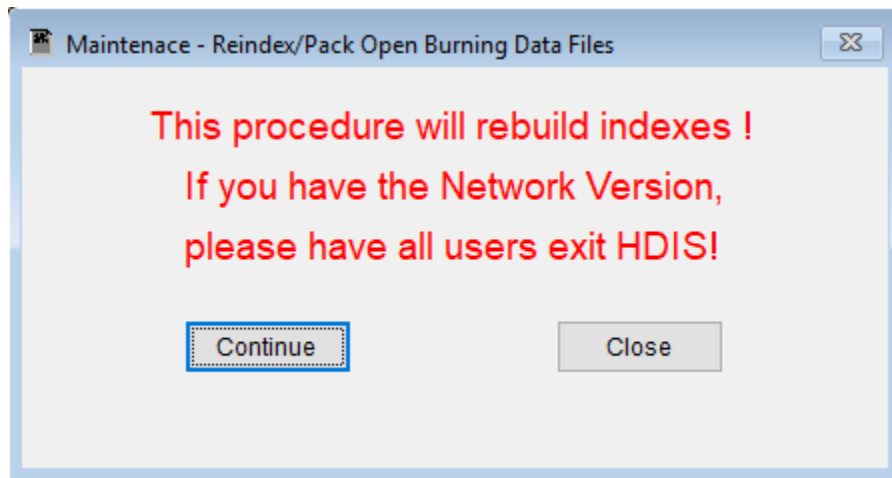
Request For Payment Information

Navigate to: **Maintenance > Request for Payment Information**

Fill in the information and click the **Close** button.

Service Coordinator

Navigate to: **Maintenance > Service Coordinator**

Add/Delete/Modify the Service Coordinator Names.

Print button will print a list of the entered Service Coordinators.

Survey

Navigate to: **Maintenance > Service Coordinator**

Click **Add** button to add a new question.

Type next number in **No.** box and the question in **Question** box.

Click **Delete** button to delete the selected question.

Survey Responses

Navigate to: **Maintenance > Survey Responses**

Print Blank Survey(s) button will print blank surveys.

Delete Survey Question* button will delete the selected survey.

Add Survey Response button will populate the table with Survey Responses.

Response Date	Response #	Question #	Question	Yes	No	Comments
08/05/2002	9	1	Have you been called or visited by a Public Health Nurse in regard t	☐	☐	memo
08/05/2002	9	2	Did the Public Health Nurse ask you what you needed for your child	☐	☐	memo
08/05/2002	9	3	Did the Public Health Nurse explain the BCMH program to you?	☐	☐	memo
08/05/2002	9	4	Did the Public Health Nurse review and explain the Letter of Approva	☐	☐	memo
08/05/2002	9	5	Did the Public Health Nurse give you new information regarding ser	☐	☐	memo
08/05/2002	9	6	Did the Public Health Nurse teach you something new about your c	☐	☐	memo
08/05/2002	9	7	Did the Public Health Nurse help you plan to meet your child's need	☐	☐	memo
08/05/2002	9	8	Did the Public Health Nurse explain your responsibilities regarding	☐	☐	memo
08/05/2002	9	9	Did the Public Health Nurse explain how to find BCMH providers?	☐	☐	memo
08/05/2002	9	10	As a result of the Public Health Nurse contact are you better able to	☐	☐	memo
08/05/2002	9	11	Do you know where and how to contact a Public Health Nurse?	☐	☐	memo
08/05/2002	9	12	Is there anything you could tell us that would help the Health Depart	☐	☐	memo

Print Blank Survey(s)   Delete Survey Question*   Add Survey Response   Close
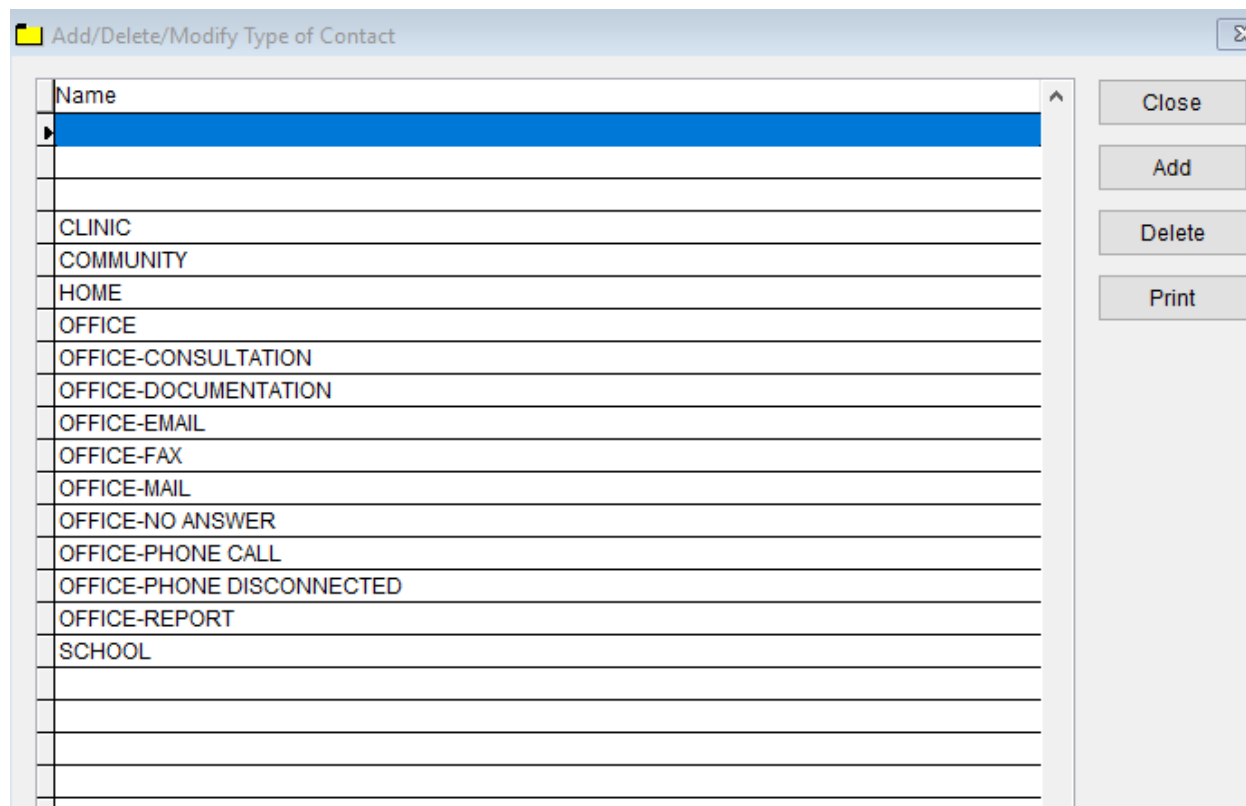
Type of Contact

Navigate to: **Maintenance > Type of Contact**

Click **Add** button to add new Type of Contact

Click **Delete** button on selected Contact to delete the record.

Print button will open window to print Type of Contacts.
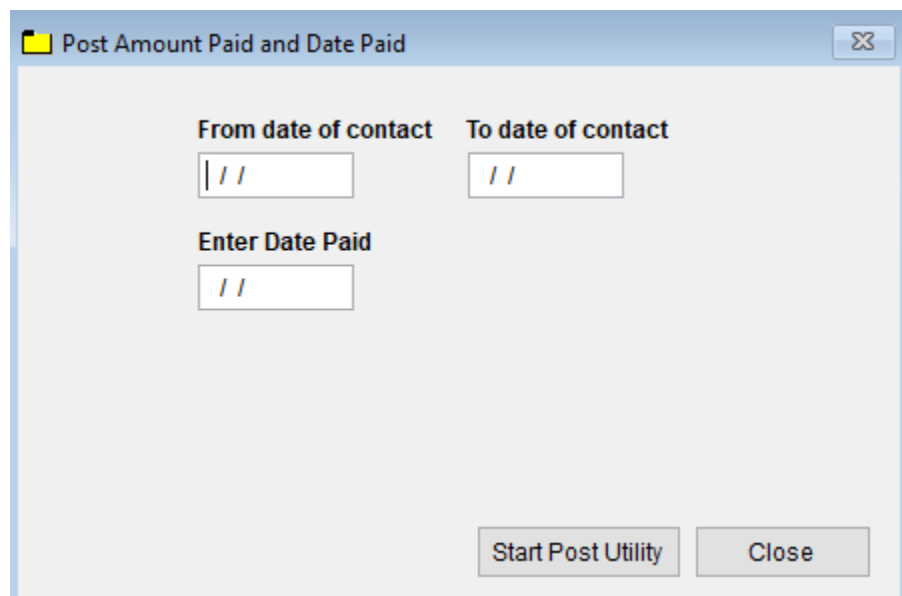
Close button will close Type of Contact window.

Bulk Posting of Amounts and Date Paid

Navigate to: **Maintenance > Bulk Posting of Amounts and Date Paid**

Enter From date of contact, to date of contact, and enter date paid.

Click **Start Post Utility** button to start the utility.

Zip Codes

Navigate to: **Maintenance > Zip Codes**

Click **Add** button to add new Zip Code.

Click **Delete** button on selected zip code to delete the record.

Print button will open window to print Zip codes.

Close button will close zip code window.