

# County of San Diego Mental Health Services

## Doctor's Homepage

### Instructions for System Outage

Once you have been trained to use the DHP in CCBH, the expectation is that all new medical condition information and medications will be entered into CCBH via the Doctor's Homepage. In the event of a system outage, use the Medical Condition Review Form (see attachment A) for documenting a client's vitals, allergies and medical conditions. Write prescriptions as you would on paper to capture information. Enter the Medical Condition Review and prescription information into the DHP as soon as the system becomes available again. Please follow the instructions below:

#### Medical Condition Review Form:

- Fill in the appropriate form with as much detail as is necessary to deem it complete.
- Print clearly and legibly.
- Be sure client first name and last name match client name as found in CCBH.
- Be sure to include Client Case Number
- Include staff person's complete name and CCBH Staff ID Number

#### Prescriptions/Medications

- Complete the prescription as you would on paper and follow what has been procedure prior to access to the DHP.
- Enter the information into the DHP for the client as the system becomes available. You will not transmit electronically – make sure to mark the prescription method appropriately (handwritten, called in or faxed, for example).