


CHANGE IN STATUS QUICK STEPS: CHANGES IN DIAGNOSIS


Client Chart ⇒ Change of Status

Change Primary or Add a Diagnosis


1. From the **Change of Status** window, click the  button (top tool bar)
2. Click on the or button
3. From the **Select Diagnosis** search window (perform step a. or b.)
 - a. Click the ICD9 Radio button, type the ICD9 number and click the button
 - b. Click the Name Radio button, type the name and click the button
4. Double click the new diagnosis or highlight and click the button to choose
5. If known, type the
6. Click the appropriate Onset or Exacerbation Radio button
7. Click the button
8. Type the (TIP: "Ctrl + T" keys on the keyboard will apply the current date)
9. Type the [optional]
10. Type in the appropriate [optional]
11. Click the button

Note: You may only have one Primary Diagnosis. Using the Change Primary button will allow one to change the primary diagnosis. Using the Add button allows one to add an unlimited number of additional secondary diagnosis.

Modify a Diagnosis

1. From the **Change of Status** window, click the  button (top tool bar)
2. Click once to highlight the diagnosis
3. Click the button
4. From the **Select Diagnosis** window, click the browser button
5. Follow steps 3 through 12 in the "Change Primary or Add a Diagnosis" section above

Delete a Diagnosis

1. From the **Change of Status** window, click the  button (top tool bar)
2. Click once to highlight the diagnosis
- 3.
4. Click once to highlight the diagnosis you would like to delete
5. Click the button
6. Click in the **Are you sure you want to delete** dialogue box
7. Type the (TIP: "Ctrl + T" keys on the keyboard will apply the current date)
8. Type the [optional]
9. Type in the appropriate [optional]
10. Click the button