Log into CG: Under Staff ID#, you may enter your CG username or your provider #. (See Screen print below)

Clinicians Gateway Welcome to Clinician's Gateway version 3.7.0 (Formerly OLPN)
When you login to this system with your Staff ID and Password, you are legally binding yourself to whatever actions you instruct the system to perform. This is your legal signature and the <u>sharing of passwords is strictly prohibited</u> .
Staff ID #.
Log In
Unauthorized or inappropriate use of this system is strictly prohibited and may be subject to civil action and/or criminal penalties under local, state and/or federal law
Clinician's Gateway version 3.7.0 Built: 6/15/2021 (5.46 PM)

CG home screen layout part one:

- Global Search Information Search
- User Name may use to check your profile setting
- Information Display (Currently, there are three tabs):
 - Notes List current draft/pending documents
 - o Client Sortcuts Setup by user to display most frequent seeing client
 - Lab results Display lab order result (MHS Only)

User Name	Home	Global Search
Welcon e Test CG	Information Display	Home Menu - Log out
Enter New Service:		
Type of Service Select V To start a new service note, select the type of service		
Notes Client Shortcuts Lab Results (0)		
Advanced Search Type Si	tatus Date	
For: Clients V Any V A	Any V Anytime V	
at provider. Everywhere	~	Search
Services Search		
	nhere V Rendered for Enter client id or nam	Search
	×.	
Search Services by Date Click day to see services performed on the		
 June 2021 Su Mo Tu We Th Fr Sa 	July 2021 August: a Su Mo Tu We Th Fr Sa Su Mo Tu We	
1 2 3 4 5 6 7 8 9 10 11 12		5 6 7
13 14 15 16 17 18 1 20 21 22 23 24 25 20	9 11 12 13 14 15 16 <mark>17 8</mark> 9 10 11	12 13 14
27 28 29 30	25 26 27 28 29 30 31 22 23 24 25 29 30 31	
	28 30 31	
PERSO	NAL INFO SECURITY (PASSWORD)	
	Clinician's Gateway version 3.7.0	
	Built: 6/15/2021 (5:46 PM)	

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CG home screen layout part two:

- Global Search Search any information within the system from the list.
- Client Shortcuts adding most frequently seeing client(s) here for easy access.

Clinicians Gateway			Home	Globa	l Searc	h	Clients Client Plans Client Medic Lab Orders Providers	
Welcome: TEST CG		Er	nter client N	Name to add		Home	Services N Staff Groups	
		th	e client to	Shortcut			Vital Signs Med Orders CSU Log	
Enter New Service: Type of Service Type of Service To start a new service note, select the type of service								
Notes Client Shortcuts Client Shortc Client Shortc Add client to my sh Shortcuts	uts		2					
- Client #	Client Name	Status	Gender	Birth Date	Age	Serviceable	Services	
5055969	TESTCASE, SADIE	None	Female	12/12/1953	67		0	•
5055985	TESTCASE, JOE	None	Male	12/12/1945	75		0	0
5056917 View: 10 🗸	TESTCASE, SPADE	None	Male	03/27/1953 Next >) (Last >>)	68		0	•
Advanced Search	Туре	Status	Date					
For: C		Any V		time V	ſ			

Client Search

• At Global Search, enter client last name or client #, click Search

Clinicians Gateway			Hom	ne	(Clients Testcase	×
Welcome: Test CG					Home	Menu 👻	Log out
Enter New Service Type of Service Select V Notes Client Shortcut:		ce note, select the type	of service				
Advanced Search	ervices 🗸	Type Any 🗸	Status Any	Date	Search		

Client Search result

Clinicians Gateway							Clients	Search
Welcome: Test CG						Home	Menu 🕶 🗌 I	Log out
Client # with current Name	Aliases name	Search Again Testcase A Chived	s Nam	c Client e to see eSheet	close all			
ts ent#	Client Name	Stat	Gender	Birth Date	Age	Serviceable	7 Services	Results
55977 👷	TESTCASE ANN (TESTCA	SE, ANN) ave	Female	12/12/1943	77		0	0
	 testcase Annabel (TESTCA 	SE, ANN None	Female	12/12/1943	77	\checkmark	0	0
2 0000 😑	testcase, aa	Active	Other	01/01/1998	23	\checkmark	0	0
20038 🕑	testcase, aaaa	Active	Male	03/01/2000	21	\checkmark	0	0
200018 😰	TESTCASE AGE204	Active	Male	08/27/1998	22	\checkmark	0	0
5055977 200003 View: 10 V	TESTCASE, ANTHENTICA	Pre-Co	onsumer	12/12/1943 01/01/2010 t > Last >>	77 11	Y	0	0

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Services Search

- The best way to search a list of client's service is using client number. If you using client name for services search, the search will be very slow, and if there are multiple client with same name, the result will display multiple clients' services.
- From Global Search:
 - o Select "Service"
 - Enter client #
 - o Click "Search"

Clinicians Gateway	Home	Enter Client #, then, click	Services 5055977 Search
Welcome: Test CG			Home Menu 🔻 Log out
Enter New Service:			
Type of Service Select V To start a new service note, select the type of	service		
Notes Client Shortcuts Lab Results (0)			

Services Listing

- The services listed on the screen as show below. Please make sure that the triangle riangle next to the "Services" is point it down. If the triangle point to the right ▶, you asking system to hid the services listing.
- On your right hand side, system indicated # of services found from your search. (in this example, there are 58 services found)

elcome: Test	CG						Home		Sear
earch:	Make the tri		Search Again 5055977		Search	Numbe Services	er of		- y 1
			Ser	vices	~				
Services	Client #	Client Name		Date		Template	Procedure	58 y	len:
Services Service #	Client #	Client Name	Ser		Status Pending	Template	Procedure 899 Significant Clinical	58) Type	len:
Service #	5055977	TESTCASE ANN	Provider	Date 8/16/2021	Status	Adult Assess		Type Individual	
Service #		TESTCASE, ANN TESTCASE, ANN	Provider	Date 8/16/2021 7/26/2021	Status	Adult Assess Prescriber Or		Type Individual Document	
Service # 5314331 5282404	5055977 5055977	TESTCASE ANN	Provider	Date 8/16/2021	Status Pending Draft	Adult Assess		Type Individual	
Service # 5314331 5282404 5282414	5055977 5055977 5055977	TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN	Provider	Date 8/16/2021 7/26/2021 7/26/2021	Status Pending Draft Draft	Adult Assess Prescriber Or Verbal Order		Type Individual Document Document	
Service # 5314331 5282404 5282414 5273449	5055977 5055977 5055977 5055977	TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN	Provider 30803 Older Adult Case	Date 8/16/2021 7/26/2021 7/26/2021 7/20/2021	Status Dending Draft Draft Finalized	Adult Assess Prescriber Or Verbal Order HIE Accept	899 Significant Clinical	Type Individual Document Document Document	
Service # 5314331 5282404 5282414 5273449 5282175	5055977 5055977 5055977 5055977 5055977	TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN	Provider 39803 Older Adult Case 39803 - Older Adult Case	Date 8/16/2021 7/26/2021 7/20/2021 7/20/2021 7/20/2021	Status Pending Draft Draft Finalized Pending	Adult Assess Prescriber Or Verbal Order HIE Accept Adult Assess	899 Significant Clinical 899 Significant Clinical	Type Individual Document Document Individual	
Service # 5314331 5282404 5282414 5273449 5282175 5282200	5055977 5055977 5055977 5055977 5055977 5055977 5055977	TESTCASE ANN TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN	Provider 39803 Older Adult Case 39803 - Older Adult Case	Date 8/16/2021 7/26/2021 7/20/2021 7/20/2021 7/20/2021 7/14/2021	Status Pending Draft Draft Finalized Pending Pending	Adult Assess Prescriber Or Verbal Order HIE Accept Adult Assess Adult Assess	899 Significant Clinical 899 Significant Clinical	Type Individual Document Document Individual Individual	
Service # 5314331 5282404 5282414 5273449 5282175 5282200 5273433	5055977 5055977 5055977 5055977 5055977 5055977 5055977	TESTCASE ANN TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN	Provider 39803 Older Adult Case 39803 - Older Adult Case	Date 8/16/2021 7/26/2021 7/20/2021 7/20/2021 7/14/2021 7/11/2021	Status Pending Draft Draft Finalized Pending Pending Draft	Adult Assess Prescriber Or Verbal Order HIE Accept Adult Assess Adult Assess HIE Accept	899 Significant Clinical 899 Significant Clinical	Type Individual Document Document Individual Individual Document	(er:

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Introduction to Clinicians' Gateway (CG)

Following screen is example that the services listing is hidden. The
 ■ triangle next to the "Services" is point to the right. On the right hand side, system indicated there are 58 services found from your search.



Service Sorting

- From services listing screen, you may sort any column by click column name. (You may sort multiple columns.) For each column:
 - First click Sort by ascending
 - Second click Sort by descending
 - \circ Third click Sorting is off.
- Following screen shows services listing in ascending sort by date only

	37						Ε	Clients	Searc
elcome: Test	CG						Home	Menu 👻 🗌 Lo	og ol
Search:						view all close al			
			Search Again 5055977 Serv	vices	Search				
Services								58 Re	esul
Service #	Client #	Client Name	Provider	Date ^A	Status	Template	Procedure	Туре	15
1715276	5055977	TESTCASE, ANN	90321 - SJC Crisis Stabiliz	12/2/2013	Pending	CSU Progress	751 CRISIS STABILIZA	Individual	
1715821	5055977	TESTCASE, ANN	90321 - SJC Crisis Stabiliz	12/4/2013	Pending	CSU Progress	751 CRISIS STABILIZA		
2109358	5055977	TESTCASE, ANN	99997 - PSP Psyciatric Hea	11/1/2014	Finalized	HIE Accept		Document	
2109342	5055977	TESTCASE, ANN	99997 - PSP Psyciatric Hea	11/1/2014	Finalized	HIE FAQ Ack		Document	
2109371 2109368	5055977	TESTCASE, ANN	99997 - PSP Psyciatric Hea	11/1/2014	Finalized	HIE Accept		Document	
2109368	5055977 5055977	TESTCASE, ANN TESTCASE, ANN	99997 - PSP Psyciatric Hea 99997 - PSP Psyciatric Hea	11/1/2014 11/13/2014	Finalized Pending	HIE Accept HIE Reject		Document Document	
	5055977	TESTCASE, ANN	99997 - PSP Psyciatric Hea	11/13/2014	Pending	HIE Accept		Document	
2109325	5055977	TESTCASE, ANN	99997 - PSP Psyciatric Hea	11/13/2014	Draft	HIE Accept		Document	
2109325 2109322		TESTCASE, ANN	99997 - PSP Psyciatric Hea	11/13/2014	Pending	HIE FAQ Ack		Document	
2109325	5055977					> Last >>			
2109325 2109322 2109360	5055977		< First < Prev	123	4)(5)(6) (Next:	Last			
2109325 2109322 2109360 2109331	5055977		<< First < Prev	000		Last >>)			

Introduction to Clinicians' Gateway (CG)

• Following screen services listing in descending sort by date and ascending sort by Template

Inicians Gatewa							I	Clients	Searc
/elcome: Test	CG						Home	Menu - Lo	og ou
Search:						view all close all	I		
			Search Again 5055977 Sen	vices	Search				
▼Services						_	20	58 Re	esult
– Service #	Client #	Client Name	Provider	Date ZI(1)	Status	Template A (2)	Procedure	Туре	5
5314331	5055977	TESTCASE, ANN	39803 - Older Adult Case	8/16/2021	Pending	Adult Assess	899 Significant Clinical	Individual	C
5282404	5055977	TESTCASE, ANN		7/26/2021	Draft	Prescriber Or		Document	•
5282414	5055977	TESTCASE, ANN		7/26/2021	Draft	Verbal Order		Document	000
5282175	5055977	TESTCASE, ANN	39803 - Older Adult Case	7/20/2021	Pending	Adult Assess	899 Significant Clinical	Individual	•
5273449	5055977	TESTCASE, ANN		7/20/2021	Finalized	HIE Accept		Document	
5282200	5055977	TESTCASE, ANN	39803 - Older Adult Case	7/14/2021	Pending	Adult Assess	899 Significant Clinical	Individual	C
5070 100	5055977	TESTCASE, ANN		7/1/2021	Draft	HIE Accept		Document	C
5273438	5055977	TESTCASE, ANN TESTCASE, ANN		7/1/2021 6/2/2021	Draft Draft	HIE Accept ROI		Document Document	0
5273433		LEDIGASE, ANN			Pending	Note		Document	č
5273433 5206286	5055977 5055977	TESTCASE ANN		5/11/2021				2 o o o o o o o o o o o o o o	
5273433	5055977 5055977	TESTCASE, ANN	(<< First) (< Prev)	5/11/2021	000	Last >>			
5273433 5206286 5161207		TESTCASE, ANN	(<< First) (< Prev)	123	456 (Next>				

Service filtering

- You may setup your own filtering for the services listing by click the filter. (you may combine filter and sorting)
 - You can enter any filter requirement on the open box under each column. In this example, we entered "HIE" under Template column.
 - Then, click apply bottom to apply the filtering.
 - We also sort service listing in ascending by "Status"

							[Clients	Sear
elcome: Test	t CG	CI	ick any of				Home	Menu 🔹	Log o
		C	lumn name						
earch:						Enter the	Click th	ie 🗖	
icarcii.		to	sort			Enter the			
			Sea, rain			key word	Filter		
			5055977		Search				
						4 			
			56	erv 195	\checkmark				
Services							17 of 5	58 Results (filter
Services Service #	Client #	Client Name	Provider	Date	Status 4	Template	17 of 5 Procedure	58 Results (Type	filter
	Client #	Client Name	Provider	Date	Status Al	Template	ARA. 1.218202 - 222		filter
	Client #	Client Name	Provider		and the second s	HIE	ARA. 1.218202 - 222		filter
Service #			Provider	7/1/2021			ARA. 1.218202 - 222	Туре	filter
Service # 5273438 2109360 4703014	5055977 5055977 5055977 5055977	TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN		7/1/2021 11/13/2014 7/2/2020	Draft Draft Draft	HIE HIE Accept HIE Accept HIE Accept	Procedure	Type Document Document	filter
Service # 5273438 2109360 4703014 5273433	5055977 5055977 5055977 5055977 5055977	TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN	99997 - PSP Psyciatric Hea.	7/1/2021 11/13/2014 7/2/2020 7/1/2021	Draft Draft Draft Draft Draft	HIE HIE Accept HIE Accept HIE Accept HIE Accept HIE Accept	Procedure	Type	filter
Service # 5273438 2109360 4703014 5273433 2109331	5055977 5055977 5055977 5055977 5055977 5055977	TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN	99997 - PSP Psyciatric Hea 99997 - PSP Psyciatric Hea	7/1/2021 11/13/2014 7/2/2020 7/1/2021 11/13/2014	Draft Draft Draft Draft Pending	HIE HIE Accept HIE Accept HIE Accept HIE Accept HIE FAQ Ac	Procedure Click here to	Type Document Document Document Document Document	filter
Service # 5273438 2109360 4703014 5273433 2109331 2109322	5055977 5055977 5055977 5055977 5055977 5055977 5055977	TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN	99997 - PSP Psyciatric Hea 99997 - PSP Psyciatric Hea 99997 - PSP Psyciatric Hea	7/1/2021 7/1/2021 7/2/2020 7/1/2021 11/13/2014 11/13/2014 11/13/2014	Draft Draft Draft Draft Draft Pending Pending	HIE HIE Accept HIE Accept HIE Accept HIE Accept HIE FAQ Ac HIE Accept	Procedure Click here to	Type Document Document Document Document Document Document	filter
Service # 5273438 2109360 4703014 5273433 2109331 2109321 2109322 2109325	5055977 5055977 5055977 5055977 5055977 5055977 5055977	TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN	99997 - PSP Psyciatric Hea 99997 - PSP Psyciatric Hea 99997 - PSP Psyciatric Hea 99997 - PSP Psyciatric Hea	7/1/2021 7/1/2024 7/2/2020 7/1/2021 11/13/2014 11/13/2014 11/13/2014	Draft Draft Draft Prending Pending Pending	HIE HIE Accept HIE Accept HIE Accept HIE Accept HIE FAQ Ac HIE Accept HIE Reject	Procedure	Type Document Document Document Document Document Document	
Service # 5273438 2109360 4703014 5273433 2109331 2109322 2109325 2109371	5055977 5055977 5055977 5055977 5055977 5055977 5055977 5055977 5055977	TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN	99997 - PSP Psyciatric Hea 99997 - PSP Psyciatric Hea 99997 - PSP Psyciatric Hea 99997 - PSP Psyciatric Hea 99997 - PSP Psyciatric Hea	7/1/2021 11/13/2014 7/2/2020 7/1/2021 11/13/2014 11/13/2014 11/13/2014 11/13/2014 11/13/2014	Draft Draft Draft Draft Pending Pending Finalized	HIE HIE Accept HIE Accept HIE Accept HIE Accept HIE FAQ Ac HIE Accept HIE Reject HIE Reject	Procedure Click here to	Type Document Document Document Document Document Document Document	filter
Service # 5273438 2109360 4703014 5273433 2109331 2109321 2109322 2109325	5055977 5055977 5055977 5055977 5055977 5055977 5055977	TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN TESTCASE, ANN	99997 - PSP Psyciatric Hea 99997 - PSP Psyciatric Hea 99997 - PSP Psyciatric Hea 99997 - PSP Psyciatric Hea	7/1/2021 . 11/13/2014 7/2/2020 7/1/2021 . 11/13/2014 . 11/13/2014 . 11/13/2014 . 11/13/2014 . 11/1/2014	Draft Draft Draft Prending Pending Pending	HIE HIE Accept HIE Accept HIE Accept HIE Accept HIE FAQ Ac HIE Accept HIE Reject	Procedure Click here to	Type Document Document Document Document Document Document	filter

Introduction to Clinicians' Gateway (CG)

How to start Documentation? (This example is on how to start an individual service)

- 1. Select type of services: (Individual, Group, Indirect, Document, Client Plan)
- 2. Enter client #, or client Last, First Name.
- 3. Select note templated from the list
- 4. Click "Start Indiv Service".

Cinicians Gateway SAS	Home	Clients V Search
Welcome: TEST CG		Home Menu * Log out
Enter New Service: ype of Service: individual Edit Primary Clinician List Client Shortcuts Lab Results (0) Pending Services		Je Tx Services
Idvanced Search		

When the progress note started, CG will display few important information about the client and document due date.

- 1. Client opened: client admission date (Service RU(Provider) must be selected)
- 2. Plan due date: Client Plan due date
- 3. ASAM Date: Most reason ASAM completed
- 4. Drug Testing Date: Most reason Drug testing
- 5. Last assessment: Most reason Assessment completed (coming soon)
- 6. Episode Diagnosis Information: verify client diagnosis is current. (Service RU(Provider) must be selected)

Service #: New Title: Progress Note	
Number Last Name First Name Client: 5055977 TESTCASE ANN	Service date:
Client: 5055977 TESTCASE ANN X	Client opened: 7/26/2021
Procedures: Select Procedure	Plan due date: 11/14/2021
Service Location: Select Location Review any	ASAM Date: 7/22/2021
Service Location: Select Location Emergency document	Drug Testing Date: 8/19/2021
due date	
Billing time	
Primary Clinician: 3236 - CG, TEST Provider: 39681 - Chemical Dependency Counseling Center - Out	Review client
	Diagnosis
	tional Clinicians
Episode Diagnosis Information	
Primary Secondary Tertiary Fourth So	
ICD-10: F15.20 F10.20	
Client Primary Language: A - English Services were provided in: Select O	ne 🗸
by O Service Provider O HCIN/Language Line O Face-to-face interpreter/staff O Client Declines Ir	nterpreter Services
Reason for Decline: Select One Waiver Signed: O Yes O No	
If Decline reason is other, please explain:	
	^
	\sim

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NOTE:

If any required field(s) leave blank, CG will mark it red and you will not able to finalize the note until the required filed(s) is completed. (Please see screen print below)

- To save a note in **Draft**, you need to complete the following information:
 - Entering the Service Date
 - o Select Procedures from the list
 - \circ Select the Service Location from the list
- To save a note in **Pending**, you need to complete additional information:
 - \circ Service time
 - Time Start
 - o Select language listing from "Services were provided in"
 - Check "Service Provider", "HCIN/Language Line", "Face-to-face interpreter/staff", or "Client declines interpreter Services".
 - If "Client Declines Interpreter Services" selected, you need to select "Reason for Decline", if you select decline reason as "Other", explanation is required. And click "Yes" or "No" on waiver singed.

This service cannot be saved until the following issues are resolved: * Problem on form!									
* Problem on form! * Please select a procedure.									
* Please select a treatment location.									
Service #: New Title: Progress Note									
	Number	Last Name	F	First Name			Service	date: 08/25/2	021 🛄
Client:	5055977	TESTCASE		ANN		★ …	Client op	ened: 7/26/202	1
							Plan due	date: 11/14/202	21
Procedures: Select Procedure Select Procedure Select Procedure								Date: 7/22/202	1
Service Location:	Select Loca	ation	✓ 😣				Drug Testing	Date: 8/19/202	1
Emergency									
Billing time									
Primary Clinician: 3236 - CG, TEST 🗸									
Provider: 39681 - Chemical Dependency Counseling Center - Out V									
Add Additional Clinicians									
			Episode Diagr		tion				
		Primary	Secondary	Tertiary	Fourth	SU			
	ICD-1): F15.20	F10.20						
						Sele	ct One	$\overline{}$	
Client Primary Language: A - English Services were provided in:									
by 😫 🔿 Service Provider 🔹 HCIN/Language Line 🔷 Face-to-face interpreter/staff 🔷 Client Declines Interpreter Services									
Reason for Decline: Select One Waiver Signed: O Yes O No									
If Decline reason is other, please explain:									
✓									