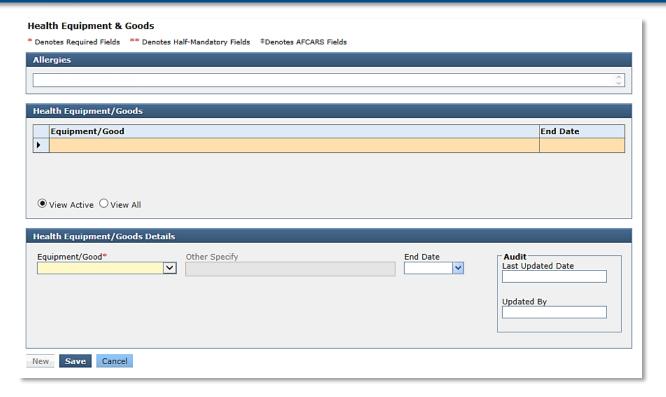




# **Health Equipment & Goods – Provider Job Aid**

The *Health Equipment & Goods* screen is used by Caseworkers and Providers to document assistive health devices and goods needed by clients.

## Health Equipment & Goods screen

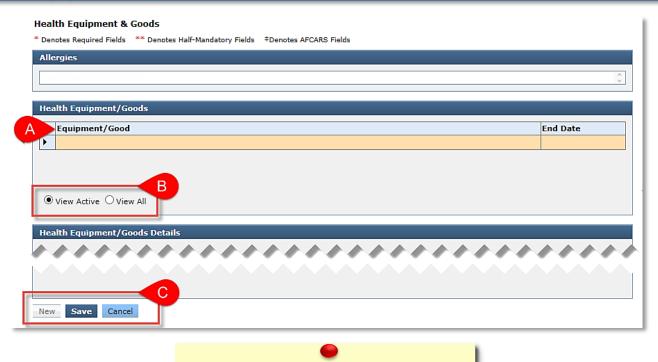


## Navigation

- 1. Navigate to the *My Services* Screen and bring the Referral/Service Episode into focus.
- 2. Navigate to the Client List screen.
  - a. Case > Client > Client List
- 3. Select the desired client and click Show
- 4. Navigate to the Health Equipment & Goods screen.
  - a. Case > Clients > Health > Health Equipment & Goods



### **Health Equipment & Goods**

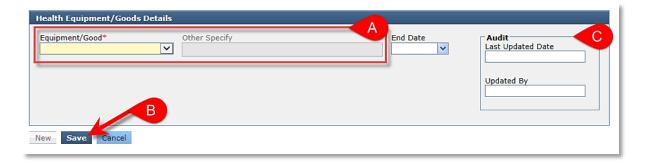


Tip: The Allergies section at the top of the Health Equipment & Goods screen displays all active Allergies listed for the client on the Health > Allergies/Dietary Needs screen.

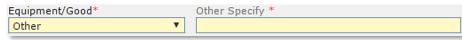
- 1. The *Health Equipment/Goods* grid contains a list of all of the Health Equipment/Goods documented for this client.
  - a. The *Health Equipment/Goods* grid displays the *Equipment/Good* and *End Date* of the equipment or good.
  - b. The Health Equipment/Goods grid defaults to current (Active) Health Equipment/Goods. Active Health Equipment/Goods are Health Equipment/Goods that the client currently uses, if a Health Equipment/Good has been end-dated it will not appear when the View Active radio button is selected. Select the View All radio button to view all Health Equipment/Goods including end-dated ones.
  - c. The New button becomes active after the first Health Equipment/Good has been documented and saved. Use the Equipment/Goods for the client.
    - adds the information entered in the *Health Equipment/Goods Details* section to the *Health Equipment/Goods* grid.
    - navigates the user back to the **Client > Health** splash screen. Any information not already saved will be lost.



### Health Equipment/Goods Details



- 1. Completing the Health Equipment/Goods Details:
  - a. Select the *Equipment/Good* from the drop-down. If the equipment/good being entered is not in the *Equipment/Good* drop-down, select "Other".
    - i. If "Other" is selected the *Other Specify* field will become mandatory. Enter the equipment or good here.



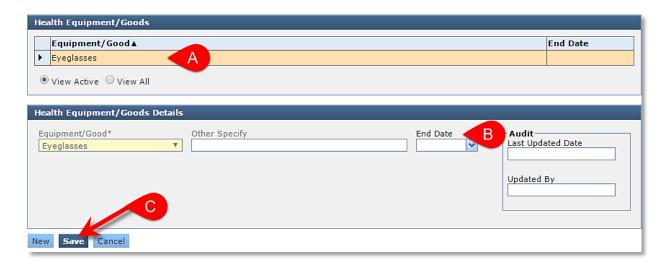
- b. Once the *Health Equipment/Goods Details* have been completed click bottom of the screen.
- c. When save is clicked the *Audit* section in *Health Equipment/Goods Details* will display the date and time of the last update to this screen as well as the name of the KIDS user who completed the update.



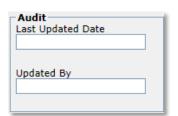
2. To enter more Health Equipment or Goods click New at the bottom of the screen.



## **End-Dating Health Equipment or Goods**



- 1. To end-date Health Equipment or Goods:
  - a. Click on the Health Equipment/Good that is to be end-dated in the *Health Equipment/Good* grid.
  - b. Enter the End Date in the Health Equipment/Good Details section.
  - a. Click Save at the bottom of the screen. The *Audit* section will update with the date, time and name of the KIDS user who end-dated the Health Equipment/Good.



#### For more information...

For assistance, please contact the Allegheny County Service Desk at <u>ServiceDesk@AlleghenyCounty.US</u> or call 412-350-HELP (4357). Select Option 2 for the DHS Service Desk.

To access the Self Service Tool go to <a href="http://servicedesk.alleghenycounty.us">http://servicedesk.alleghenycounty.us</a>