

**Indian Health Service**  
**Office of Information Technology Presents:**  
**Resource and Patient Management System**  
**Behavioral Health v4.0 Data Entry**

**Instructor**

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**Class Description**

The RPMS Behavioral Health System v4.0 provides a graphical user interface to the Behavioral Health System application. This training is intended to introduce new users, or those transitioning from another software application, to the BHS v4.0 GUI. The focus of this training is on direct provider entry of clinical data and the new functionality in BHS v4.0 Patch 1 GUI. Some of the new functionality featured in this training includes the ability to view labs, meds, and appointment information. The Reports and Manager Utilities modules of BHS v4.0 are not in the GUI format and an introduction to these functions will be conducted in the RPMS traditional “roll and scroll” format.

**Objectives**

**Data Entry Menu:** An understanding of how to record, display and print clinical data related to client care including individual and group encounters, treatment plans, suicide reporting forms and case management information. Learn how to document administrative and prevention activities.

**Reports Menu:** An introductory understanding of how to track and manage patient, provider, and program activities and statistics.

**Manager Utilities Menu:** An introductory understanding of how to set site-specific parameters related to security, perform program management and how to export data to the Area offices and HQE

**Intended Audience**

The target audience is any Behavioral Health provider or staff, clinical supervisor, health care administrator, coders or billing staff, medical records staff, RPMS Site Manager, IT staff, or other support staff that is located at a facility that utilizes the RPMS BHS v4.0.

## **DAY ONE**

<b>Welcome</b>	<b>8:30 am – 9:00 am</b>
Introductions	
Overview of Logistics	
<b>Set-Up</b>	<b>9:00 am – 9:30 am</b>
Initial Log On	
Site Parameters	
<b>Basic Navigation</b>	<b>9:30 am – 10:15 am</b>
Using the Menu Tree	
Patient Select	
Preferences	
Help File	
Health Summary	
Face Sheet	
Patient Appointments	
PCC Medications	
PCC Labs	
<b>Break</b>	<b>10:15 am – 10:30 am</b>
<b>Visit Encounters</b>	<b>10:30 am – 12:00 pm</b>
One Patient	
All Patients	
Browse Visits	
<b>Lunch</b>	<b>12:00 pm – 1:00 pm</b>
<b>Visit Encounters</b>	<b>1:00 pm – 2:00 pm</b>
Group Encounters	
<b>Break</b>	<b>2:00 pm – 2:15 pm</b>
<b>Intake</b>	<b>2:15 pm – 3:15 pm</b>
Menu Tree Option	
Tab within Visit	
<b>Break</b>	<b>3:15 pm – 3:30 pm</b>
<b>Case Management</b>	<b>3:30 pm – 4:00 pm</b>
<b>Questions/ Practice Time</b>	<b>4:00 pm – 4:30 pm</b>

## **DAY TWO**

### **Day Two Overview**

Review from Day One  
Questions  
Day two objectives

**8:30 am – 9:00 am**

### **Treatment Plans**

One Patient  
All Patients  
Treatment Plan Reviews

**9:00 am – 10:15 am**

### **Break**

**10:15 am – 10:30 am**

### **Suicide Reporting Forms**

One Patient  
All Patients

**10:30 am – 12:00 pm**

### **Lunch**

**12:00 pm – 1:00 pm**

### **Administrative/Community Activities**

**1:00 pm – 1:30 pm**

### **Exporting**

**1:30 pm – 2:00 pm**

### **Break**

**2:00 pm – 2:15 pm**

### **Reports – DE Menu**

TPU  
DPL  
GAF  
NSDR

**2:15 pm – 3:30 pm**

### **Break**

**3:30 pm – 3:45 pm**

### **Questions/Practice Time**

**3:45 pm – 4:15 pm**

### **Course Evaluation, and Adjourn**

**4:15 pm – 4:30 pm**