

Throughout a patient's treatment, an individualized Treatment Plan is created that defines target symptoms, short-term and long-term goals, treatment modalities, responsibilities, and specific treatment outcomes.

Admission

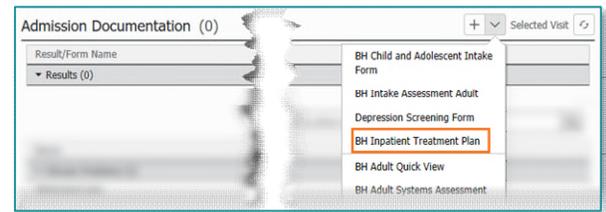
Upon admission, Nursing staff will initiate the **BH Inpatient Treatment Plan**. Within 72 hours, other interdisciplinary team members enter their documentation by modifying the form.

➤ Nursing

STEP 1: Select **BH Inpatient Treatment Plan** within the **Admission Documentation** component dropdown on the **Admission MPage**.

STEP 2: Enter the applicable documentation within the form.

STEP 3: When documentation is complete, sign the form using the green checkmark.



➤ Interdisciplinary Team Members, non-nursing

STEP 1: Navigate to the **Forms** component and select the most recent version of the **BH Inpatient Treatment Plan**.

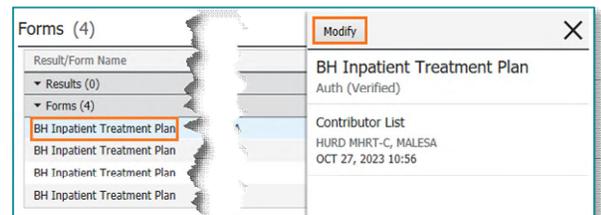
STEP 2: Within the preview pane, select **Modify**.

- Performing the modify action enables the other discipline's documentation to populate.

STEP 3: Enter the applicable documentation within the form for your discipline.

- If additional row(s) are needed, right-click and select **Add Row**.

STEP 4: When documentation is complete, **sign** the form using the green checkmark.



Treatment Plan Updates (TPU)

For the **Treatment Plan** to be reflective of the patient's progress and updates each week, a new BH Inpatient Treatment Plan will be generated and will populate the most recent treatment plan from the previous week.

➤ First Interdisciplinary Team Member to begin the TPU

STEP 1: From the dropdown in the **Forms** component, select **BH Inpatient Treatment Plan**.



STEP 2: Update and/or enter the necessary documentation.

STEP 3: When documentation is complete, **sign** the form using the green checkmark.

➤ **Other Interdisciplinary Team Members**

STEP 1: Navigate to **Forms** component and select the most recent version of the **BH Inpatient Treatment Plan**.

STEP 2: Within the preview pane, select **Modify**.

- Performing the modify action will enable the other discipline's documentation to populate.

STEP 3: Enter the discipline specific documentation, including the Progress Note.

STEP 4: When documentation is complete, sign the form using the green checkmark.

Dynamic Documentation

The Dynamic Documentation template will be used as the final **BH Interdisciplinary Treatment Plan** document and will be provided to the patient.

STEP 1: From the **Create Note** section, select **More**, and select **BH Interdisciplinary Treatment Plan**.

STEP 2: Review document for accuracy and select **Sign/Submit**.

STEP 3: Within the **Sign/Submit Note** window, search for the recipient in the provider search field.

STEP 4: Select appropriate provider from the **Provider Selection** window and click **OK**.

STEP 5: Click the **Sign** radio button as appropriate.

STEP 6: Click the **Submit** button.

NOTE: For more information on how to save and manage favorites within the sign/submit window select [here](#).

