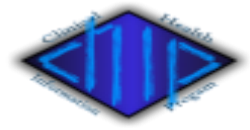




**GENESEE COUNTY COMMUNITY MENTAL HEALTH
CLINICAL HEALTH INFORMATION PROGRAM
CHIP ADDRESS BOOK**

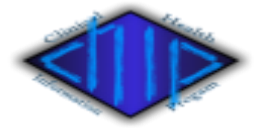


“LESS IS MORE”

Navigating through the CHIP address book



GENESEE COUNTY COMMUNITY MENTAL HEALTH
CLINICAL HEALTH INFORMATION PROGRAM
CHIP ADDRESS BOOK



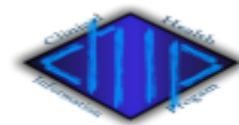
One important thing to remember when searching in the address book.....

“LESS IS MORE”

..... so just following a few simple steps will make it easier for everyone to find the person or facility they are looking for and eliminate duplicate entries.



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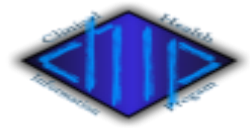
Another important thing to remember when you are working in the CHIP address book.....

Always search first

.....because when you enter someone into the address book without doing a search there be may be duplicate entries.



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If you are looking for the last name "Andersen" and you type in the whole name you may not find a match.....

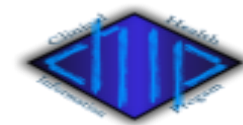
.....because the last person may have entered the same person as "Anderson" and CHIP won't be able to find the person that you're looking for.

If you had typed in the first three letters "And" then the person you were searching for would have appeared as one of your choices.

The following slides will show you how to search for and add a person to the address book.



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Genesee County Community Mental Health
Clinical Health Information Program



Back Home Logout Help messages Address Book Link

Name:

Zip Code:

City:

Type: * Select a Type

6563 Address Book Entry(s)

[PREVIOUS](#) Page 1 of 657 [NEXT](#)

Type	Contact Name / Location Name	Address	Numbers	OK to Use?	Add Address Book Entry
Primary Care Physician	Dr. Hoffman Family Health Center of Albion	115 Market Place Albion, MI 49224	Phone: 517-629-6540 Fax: 517-629-6589	Yes	Change Delete View Merge
Other	DHS Worker Allegan DHS	3255 122nd St. 300 Allegan, MI 49010	Phone: 269-673-7700 269-673-1195	Yes	Change Delete View Merge
Primary Care Physician	Allegan Medical Clinic Allegan Medical Clinic	551 Linn St Allegan, MI 49010	Phone: 269-686-5890 Fax: 269-686-5899	Yes	Change Delete View Merge
Primary Care Physician	JOHN WALSTRUM MD JOHN WALSTRUM MD	551 LINN ST. ALLEGAN, MI 49010	Phone: 2696865800 Fax:	Yes	Change Delete View Merge
Primary Care Physician	Colleen Law Allen Park	6842 Park Avenue Allen Park, MI 48101	Phone: 313-554-9101 Fax: 810-554-9102	Yes	Change Delete View Merge
Primary Care Physician	Dr. Colleen Law	6842 Park Ave ALLEN PARK, MI 48101	Phone: (313) 554-9101 Fax: (313) 554-9102	Yes	Change Delete View Merge

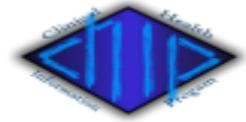
Type in the first '3' letters of the name of the person you are looking for and then click "search".

If you want to narrow your search and you are sure of the city, you can also enter those first '3' letters.

CHIP will display all the entries that have those three letters anywhere in the person's name or the facility name.



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Address Book List

Name:

Zip Code:

City:

Type: * Select a Type

If you don't see the name you're looking for then you might have to click on the "[NEXT](#)" button in order to see the next page.

6563 Address Book Entry(s)

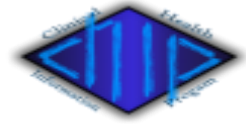
[◀PREVIOUS](#) Page 1 of 657 [NEXT▶](#)

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Primary Care Physician	Dr. Colleen Law	6842 Park Ave ALLEN PARK, MI 48101	Phone: (313) 554-9101 Fax: (313) 554-9102	Yes	Change Delete View Merge

If you've completed these steps and you still haven't found the person or facility that you're looking for then you will have to add that person to the address book.



GENESEEE COUNTY COMMUNITY MENTAL HEALTH CLINICAL HEALTH INFORMATION PROGRAM CHIP ADDRESS BOOK



Genesee County Community Mental Health
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Back Home Logout Help messages Address Book List

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Zip Code:

City:

Type: * Select a Type

6563 Address Book Entry(s)

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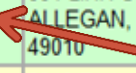
Adding someone to the address is done by clicking on the "[Add Address Book Entry](#)"

When a physician's name is added it has to be typed with the first name, last name, and credential (MD, DO, NP, PA, etc...). Credentials are needed for billing purposes.

"Dr." is not a first name.

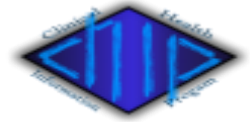
The wrong way

The right way





GENESEEE COUNTY COMMUNITY MENTAL HEALTH CLINICAL HEALTH INFORMATION PROGRAM CHIP ADDRESS BOOK



Genesee County Community Mental Health
Clinical Health Information Program



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Address Book List

Name:

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6563 Address Book Entry(s)

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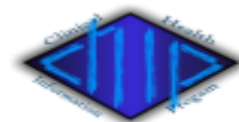
When you enter a facility a person's name needs to be included.

"DHS Worker" or "Staff" is not an appropriated entry, it violates **HIPAA** privacy rules.

When a person is not specified on the name line, anyone trying to figure out who the fax or letter is meant for will potentially see information they should not see.



GENESEE COUNTY COMMUNITY MENTAL HEALTH CLINICAL HEALTH INFORMATION PROGRAM CHIP ADDRESS BOOK



Genesee County Community Mental Health
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Back Home Logout Help messages Address Book List

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Zip Code:

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6563 Address Book Entry(s)

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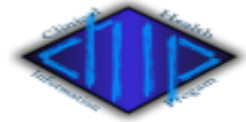
You will need to enter a location name next.

If the facility has a specific name then enter it and if not then enter the type of facility.

When steps are not taken to be accurate then the address book will have multiple entries for the same person. This makes it harder for the next person to search.



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Genesee County Community Mental Health
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Name:

Zip Code:

City:

Type: * Select a Type

6563 Address Book Entry(s)

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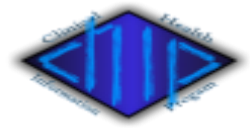
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You will also need to indicate the type of entry you are adding to the address book and there are 5 types of facilities:

- Hospital
- Other
- Pharmacy
- Primary Care Physician
- School



GENESEE COUNTY COMMUNITY MENTAL HEALTH
CLINICAL HEALTH INFORMATION PROGRAM
CHIP ADDRESS BOOK



If all else fails you can put in a help request by following these steps:

- Click on the - Intranet
- Click on - Help (the first choice on the left)
- Click on - CMH Computer help desk
- Click on - Add a new request for help
- Fill in the appropriate boxes

In the problem category drop down menu:

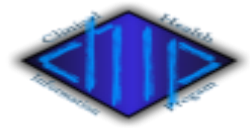
- Click on - CHIP address book additions

Type in your problem and:

- Click on - Submit Problem



**GENESEE COUNTY COMMUNITY MENTAL HEALTH
CLINICAL HEALTH INFORMATION PROGRAM
CHIP ADDRESS BOOK**



If you need immediate assistance you can also call the Health Information Department (HID). (810) 257-3753

If you make a mistake entering the information please don't enter it again on a different line. Call the Health Information Department and they will be happy to assist you in correcting the mistake. The phone number is (810) 257-3753.

Duplicate entries waste space and time making it difficult to navigate through the system. The CHIP address book is a valuable tool and if used properly can be a great asset to everyone.