



"LESS IS MORE"

Navigating through the 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.





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

"<u>Always</u> search first"

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





If you are looking for the last name "Anders<u>e</u>n" 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.







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.



PREVIOUS Page 1 of 657 NEXT>



Genesee County Community Mental Health Clinical Health Information Program		
Logout Help Bmessages	Address Book List	
Name:		
Code:	SEADCH	
City:	SEARCH	
Type: * Select a Type 🔹		
	Genesee County Community Mental Health Clinical Health Information Program	

If you don't see the name you're looking for then you might have to click on the "<u>NEXT</u>" button in order to see the next page.

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.

6563 Address Book Entry(s)

		•			
Туре	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	<u>Change</u> <u>Delete</u> <u>View</u> <u>Merge</u>
Other	DHS Worker Allegan DHS	3255 122nd Ste 300 Allegan, MI 49010	Phone: 269-673-7700 Fax: 269-673-1195	Yes	<u>Change</u> <u>Delete</u> <u>View</u> <u>Merge</u>
Primary Care Physician	Allegan Medical Clinic Allegan Medical Clinic	551 Linn St Allegan, MI 49010	Phone: 269-686-5800 Fax: 269-686-5899	Yes	<u>Change</u> <u>Delete</u> <u>View Merge</u>
Primary Care Physician	JOHN WALSTRUM MD JOHN WALSTRUM MD	551 LINN ST. ALLEGAN, MI 49010	Phone: 2696865800 Fax:	Yes	<u>Change</u> <u>Delete</u> <u>View</u> <u>Merge</u>
Primary Care Physician	Colleen Law Allen Park	6842 Park Avenue Allen Park, MI 48101	Phone: 313-554-9101 Fax: 810-554-9102	Yes	<u>Change</u> <u>Delete</u> <u>View</u> <u>Merge</u>
Primary Care Physician	Dr. Colleen Law	6842 Park Ave ALLEN PARK, MI 48101	Phone: (313) 554-9101 Fax: (313) 554-9102	Yes	<u>Change</u> <u>Delete</u> <u>View</u> <u>Merge</u>
					T





Genesee County Community Mental Health Clinical Health Information Program						
Back Home Logout Help Imessages Address Boo						
Name:						
Zip Code:				SEARCH		
City:				OLANOIT		
Type: * Select a T	/pe 🔻					
c Entry(s)			< <u>PREVIOUS</u>	Page 1 of A		
Contact Name / Location Name	Address	Numbers	OK to Use?	Add Address Book Entry		
Dr. Hoffman Family Health Center of Albion	115 Market Place Albion, MI 49224	Phone: 517-629-6540 Fax: 517-629-6589	Yes	<u>Change Delete</u> <u>View Merge</u>		
DHS Worker Allegan DHS	3255 122-4 Ste 300 Allegan, MI 490-12	Phone: 269-673-7700 Fax: 269-673-1195	Yes	<u>Change</u> <u>Delete</u> <u>View</u> <u>Merge</u>		
Allegan Medical Clinic Allegan Medical Clinic	551 Linn St Allegan, MI 49010	Phone: 259 686-5800 Fax: 269-686-5599	Yes	<u>Change</u> <u>Delete</u> <u>View</u> <u>Merge</u>		
JOHN WALSTRUM MD JOHN WALSTRUM MD◀	551 LINN ST. ALLEGAN, MI 49010	Phone: 2696865800 Fax:	Yes	<u>Change</u> <u>Delete</u> <u>Sew Merge</u>		
Colleen Law Allen Park	6842 Park Avenue Allen Park, MI 48101	Phone. 943-554-9101 Fax: 810-554-9102	Yes	<u>Change</u> <u>Delete</u> <u>View</u> <u>Merge</u>		
Dr. Colleen Law	6842 Park Ave ALLEN PARK, MI 48101	Phone: (313) 554-9101 Fax: (313) 554-9102	Yes	Change Delett View Merge		
	Genesee Co Co Logout Help Name: Zip Code: City: Type: * Select a Ty City: Type: * Select a Ty Select a	Genesee County Communication Logout Help Image: Image: Zip Code: Image: City: Image: Type: * Select a Type * Select a Type Image: Contact Name / Address Dr. Hoffman Address Dr. Hoffman 115 Market Place Family Health Context of Allegan, MI 49010 DHS Worker 3255 Tas 4 Ste 300 Allegan Medical Clinic 551 Linn St Allegan Medical Clinic 551 Linn St JOHN WALSTRUM MD 551 LINN ST. JOHN WALSTRUM MD 551 LINN ST. JOHN WALSTRUM MD 6842 Park Avenue Allen Park Allen Park, MI Allen Park 6842 Park Avenue Allen Park Allen Park, MI Allen Park 6842 Park Avenue	Genesce County Commutity Mental Hee Clinical Health Information Program Name: Clogout Help messages Name: Zip Code: City: Type: * Select a Type * Select a Type Contact Name / Address Numbers Contact Name / Address Phone: 517-629-6540 Family Health Colspan" Address Numbers Dr. Hoffman Address Numbers Pamily Health Colspan" Alderss Phone: 517-629-6540 Family Health Colspan" Aldegan, MI 49010 Fax: 517-629-6580 Dr. Hoffman S51 Linn St Phone: 269-686-5800 Allegan Medical Clinic S51 Linn St Phone: 269-686-5800 JOHN WALSTRUM MD S51 LINN ST. Phone: 269-686-5800 JOHN WALSTRUM MD S51 LINN ST. Phone: 269-686-5800 JOHN WALSTRUM MD S51 LINN ST. Phone: 269-686-5800 JOHN WALSTRUM MD S642 Park Avenue Phone: 443-	Genesee County Community Mental Health Information Program Logout Help messages Name:		

Adding someone to the address is done by clicking on the "<u>Add</u> <u>Address Book Entry</u>"

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." <u>is not</u> a first name.

The <u>wrong</u> way

⇒The <u>right</u> way





CWF	\blacklozenge				
Back Home	Logout Help	messages			Address Book Lis
	Name:				
	Zip Code:				SEADCH
	City:				SEARCH
	Type: * Select a Typ	e 🔻			
6563 Address Bool	k Entry(s)			PREVIOUS	Page 1 of 657 NEXT>
Туре	Contact Name / Location Name	Address	Number	OK to Use?	Add Address Book Entry
Primary Care Physician	Dr. Hoffman Family Health Center of Albion	115 Market Place Albie , wil 49224	Phone: 517-629-6540 Fax: 517-629-6589	Yes	<u>Change Delete</u> <u>View Merge</u>
Other	DHS Worker Allegan DHS	3255 122nd Ste 300 Allegan, MI 49010	Phone: 269-673-7700 Fax: 269-673-1195	Yes	<u>Change</u> <u>Delete</u> <u>View</u> <u>Merge</u>
Primary Care Physician	Allegan Medical Clinic Allegan Medical Clinic	551 Linn St Allegan, MI 49010	Phone: 269-686-5800 Fax: 269-686-5899	Yes	<u>Change</u> <u>Delete</u> <u>View</u> <u>Merge</u>
Primary Care Physician	JOHN WALSTRUM MD JOHN WALSTRUM MD	551 LINN ST. ALLEGAN, MI 49010	Phone: 2696865800 Fax:	Yes	<u>Change</u> <u>Delete</u> <u>View</u> <u>Merge</u>
Primary Care Physician	Colleen Law Allen Park	6842 Park Avenue Allen Park, MI 48101	Phone: 313-554-9101 Fax: 810-554-9102	Yes	<u>Change</u> <u>Delete</u> <u>View</u> <u>Merge</u>
Primary Care Physician	Dr. Colleen Law	6842 Park Ave ALLEN PARK, MI 48101	Phone: (313) 554-9101 Fax: (313) 554-9102	Yes	<u>Change Delete</u> <u>View Merge</u>

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

"DHS Worker" or "Staff" <u>is not</u>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							
Back Hom	Address Book List						
	Name:						
	Zip Code:				SEADCH		
	City:				SEARCH		
	Type: * Select a Type	be 🔻					
6563 Address Bo	ook Entry(s)			< <u>PREVIOUS</u>	Page 1 of 657 NEXT>		
Туре	Contact Name / Location Name	Address	Munders	OK to Use?	Add Address Book Entry		
Primary Care Physician	Dr. Hoffman Family Health Center of Albion	115 Market Place Arbion, MI 49224	Phone: 517-629-6540 Fax: 517-629-6589	Yes	<u>Change</u> <u>Delete</u> <u>View</u> <u>Merge</u>		
Other	DHS Worker Allegan DHS	3255 122nd Ste 300 Allegan, MI 49010	Phone: 269-673-7700 Fax: 269-673-1195	Yes	<u>Change Delete</u> <u>View Merge</u>		
Primary Care Physician	Allegan Medical Clinic Allegan Medical Clinic	551 Linn St Allegan, MI 49010	Phone: 269-686-5800 Fax: 269-686-5899	Yes	<u>Change Delete</u> <u>View Merge</u>		
Primary Care Physician	JOHN WALSTRUM MD JOHN WALSTRUM MD	551 LINN ST. ALLEGAN, MI 49010	Phone: 2696865800 Fax:	Yes	Change Delete		
Primary Care Physician	Colleen Law Allen Park	4042 Park Avenue Allen Park, Ml 48101	Phone: 313-554 9461	Yes	<u>Change Delete</u> <u>View Merge</u>		
Primary Care Physician	Dr. Colleen Law	0042 Park Ave ALLEN PARK, MI 48101	Phone: (313) 554-9101 Fax: (313) 554-9102	Yes	<u>Change Delete</u> <u>View Merge</u>		

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.



CECO Address Deals Estado

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



You will also need to

indicate the type of

entry you are adding

to the address book

types of facilities:

and there are 5

> Primary Care

ACCET NEWLY

General Connection Montal Harding		nesee County Community Mental Health Clinical Health Information Program		
	Back Home Logo	t Help 🗃 messages	Address Book List	
	Name			
	Zip Code		SEARCH	
	City		CERTON	
	Туре	* Select a Type 🔹		

boos Address Book Entry(s)						N	ا م ا ا م ا
Туре	Contact Name / Location Name	Address	Numbers	OK to Use?	Add Address Book Entry		Mospitai Other
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		Pharmacy
Other	Allegan DHS	3255 122nd Ste 300 Allegan, MI 49010	Phone: 269-673-7700 Fax: 269-675-1195	Y	<u>Change</u> <u>Delete</u> <u>View</u> <u>Merge</u>		Primary C
Primary Care Physician	Allegan Medical Clinic Allegan Medical Clinic	551 Linn St Finegan, MI 49010	Phone: 269-686-5800 Fax: 269-686-5899	Yes	<u>Change Delete</u> <u>View Merge</u>		School
Primary Care Physician	JOHN WALSTRUM MD JOHN WALSTRUM MD	551 LINN ST. ALLEGAN, MI 49010	Phone: 2696865800 Fax:	Yes	<u>Change Delete</u> <u>View Merge</u>	,	
Primary Care Physician	Colleen Law Allen Park	6842 Park Avenue Allen Park, MI 48101	Phone: 313-554-9101 Fax: 810-554-9102	Yes	<u>Change</u> <u>Delete</u> <u>View Merge</u>		
Primary Care Physician	Dr. Colleen Law	6842 Park Ave ALLEN PARK, MI 48101	Phone: (313) 554-9101 Fax: (313) 554-9102	Yes	<u>Change Delete</u> <u>View Merge</u>		





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 - <u>CMH Computer help desk</u>

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





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.