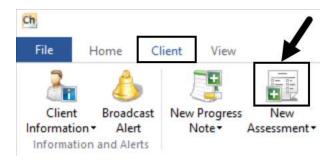
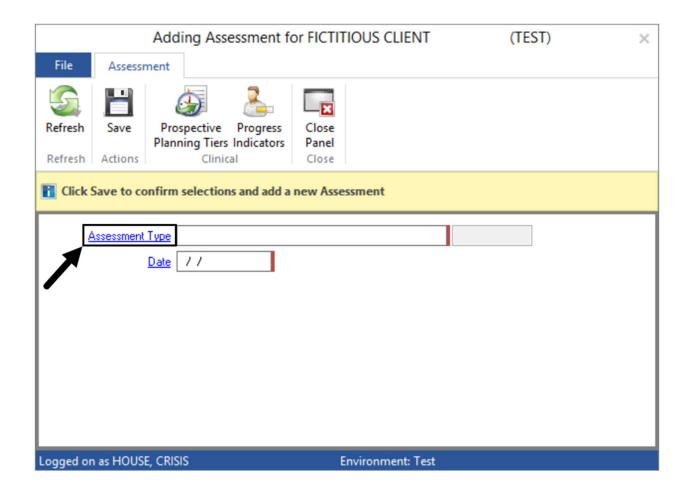
## Problem List Tip Sheet

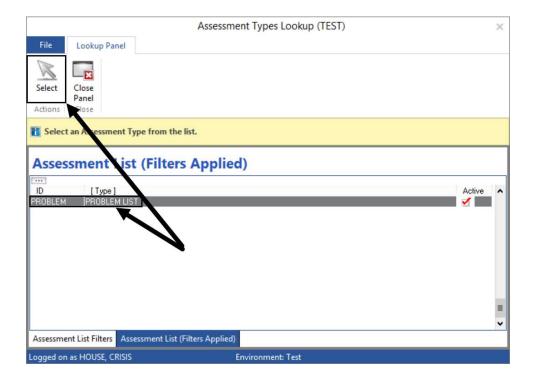
After accessing a client, the "Client" tab appears at the top of the Clinician's Homepage. The "New Assessment" button is split between the icon, and the words "New Assessment". Click on the icon



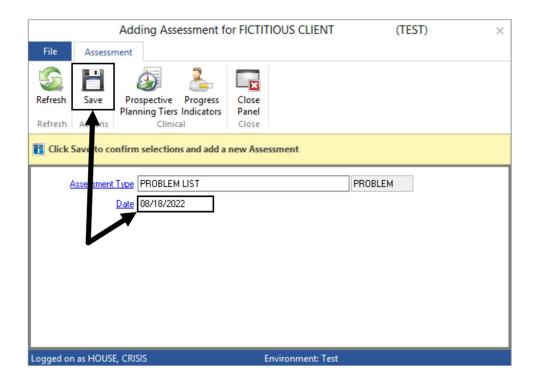
Click "Assessment Type"



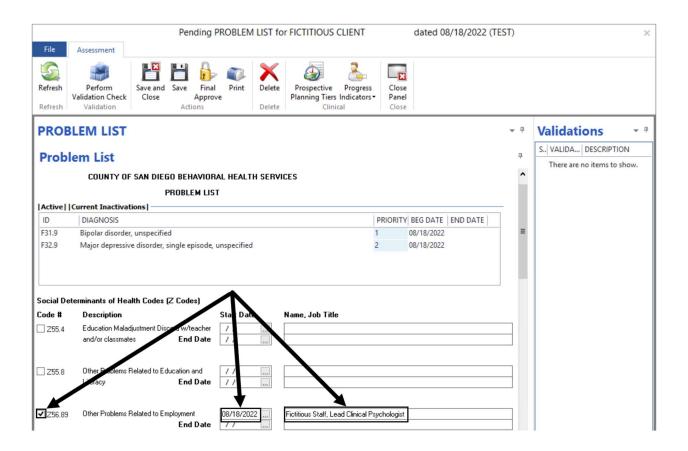
## Click "Problem List", and then click "Select"



Enter the effective "Date" and click "Save"

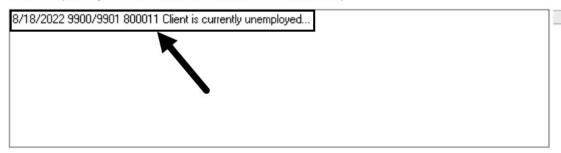


Check the box next to any applicable z code(s), enter the "Start Date", and enter your name and job title

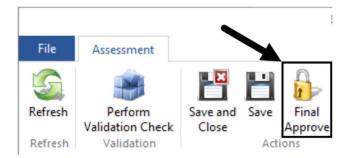


Once finished, scroll to the "Comments" field at bottom of the assessment and enter the date, your unit/subunit, your staff ID, and an applicable comment

Comments (Add any additional comments or risk factors to Problem List)



## Click the "Final Approve" icon at the top of the page



## Enter your "Password" and click "OK"

