BHSD 2519 REFERRAL FILE EXTRACT (PCNX)

07/05/23

REVISIONS

Date	Slides	Revisions

COUNTY OF SANTA CLARA
Behavioral Health Services

REFERRAL FILE EXTRACT (PCNX)
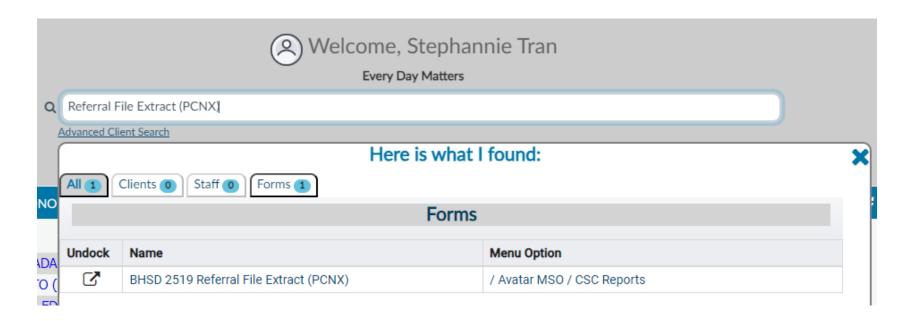
This report provides details of a SUTS client's referral from the Call Center.
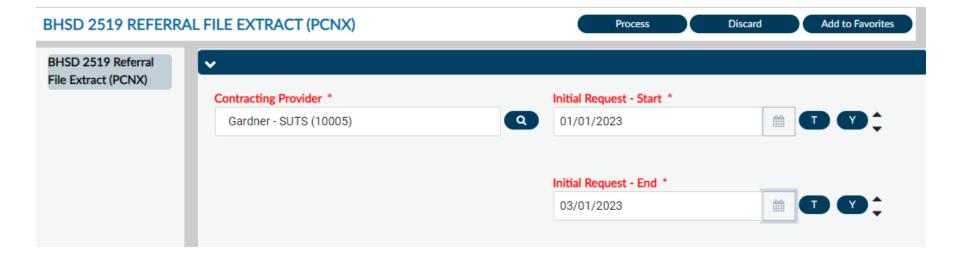
Please Note: This report is only for SUTS clients, not MH.

COUNTY OF SANTA CLARA
Behavioral Health Services

REFERRAL FILE EXTRACT

To look up a client's referral information, search and select **BHSD 2519 Referral File Extract (PCNX)**

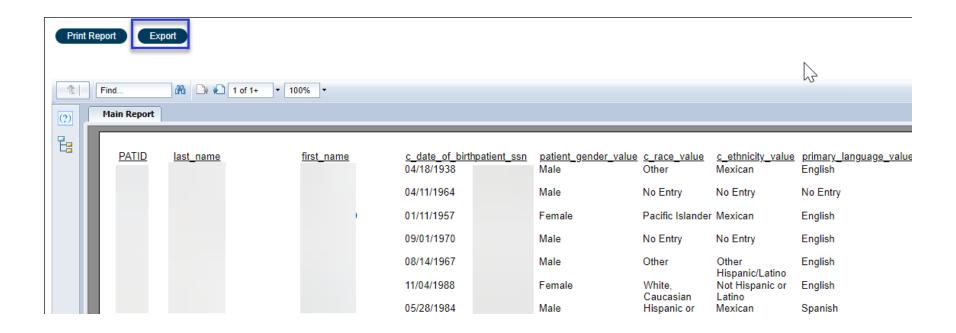COUNTY OF SANTA CLARA
Behavioral Health Services

Enter and select own agency in **Contracting Provider** field and type in the initial date range of the referrals. Select **Process** to obtain the report.
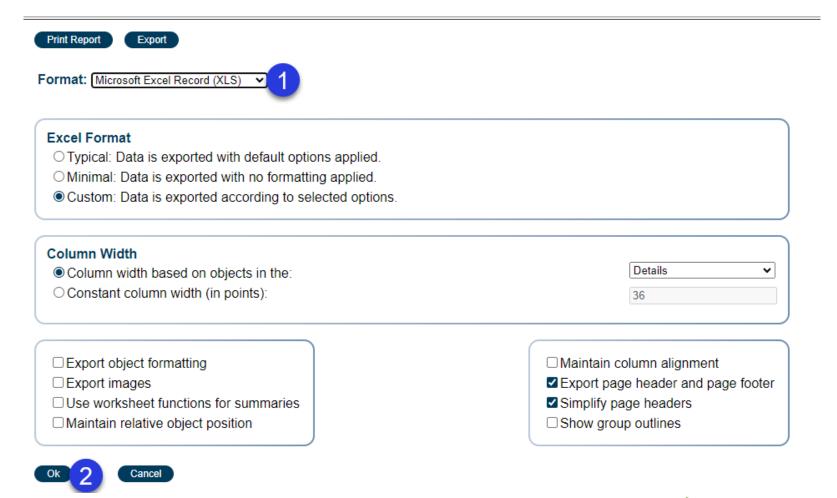
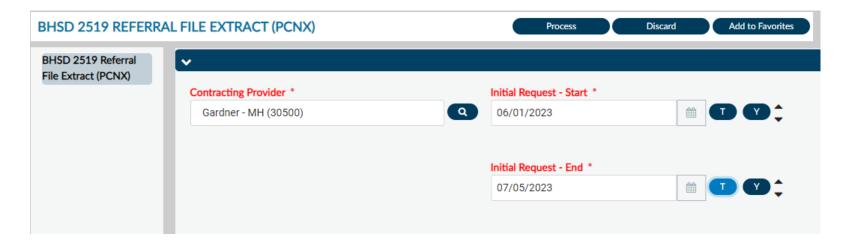Once the report pops up, select **Export** to view the full report.

COUNTY OF SANTA CLARA
Behavioral Health Services

Select "Microsoft Excel Record (XLS)" in **Format** field (1) and select 'OK' (2) to export the report into Excel.

MH PROVIDERS

Logging in with a MH System Code will allow access to the form, but no data will show on the report. This report must be accessed by a SUTS System Code.

COUNTY OF SANTA CLARA
Behavioral Health Services

Comments & Questions

COUNTY OF SANTA CLARA
Behavioral Health Services