



COUNTY OF SANTA CLARA  
**Behavioral Health Services**

**BHSD 9503 CCP CLIENT ADM PROGRAM AUDIT**

REV. 05/17/2024

# REVISIONS

Date	Slides	Revisions
05/17/2024	5	Update how to export to excel.
05/17/2024	All	Update report name

## PURPOSE OF THE REPORT

The **BHSD 9503 CCP Client Adm Program Audit** report displays all of the client's episodes (Admission dates, Discharge dates, Guarantors, and Diagnosis information) within your agency.

This report would be useful to determine if there are blank or incorrect Financial Eligibility and Diagnosis information, and if the client needs to be discharged.

Enter the client's name or MRN in **Select Patient**.

The screenshot displays a software interface for a program audit. At the top, the title 'BHSD 9503 CCP CLIENT ADM PROGRAM AUDIT' is shown in blue. To the right of the title are three buttons: 'Process', 'Discard', and 'Add to Favorites'. Below the title bar is a dark blue header with a dropdown arrow. The main content area features a red label 'Select Patient \*' above a search input field containing the text 'TEST-EHR,TEST-EHR (2790)'. A magnifying glass icon is positioned to the right of the search field. A blue arrow points from the search field towards the 'Process' button.

Select “Microsoft Excel Record (XLS)” in **Format** field (1) and select ‘OK’ (2) to export the report into Excel.

Print Report

Export

Format: Microsoft Excel Record (XLS) ▼

1

#### Excel Format

- Typical: Data is exported with default options applied.
- Minimal: Data is exported with no formatting applied.
- Custom: Data is exported according to selected options.

#### Column Width

- Column width based on objects in the:
- Constant column width (in points):

Details ▼

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- Export object formatting
- Export images
- Use worksheet functions for summaries
- Maintain relative object position

- Maintain column alignment
- Export page header and page footer
- Simplify page headers
- Show group outlines

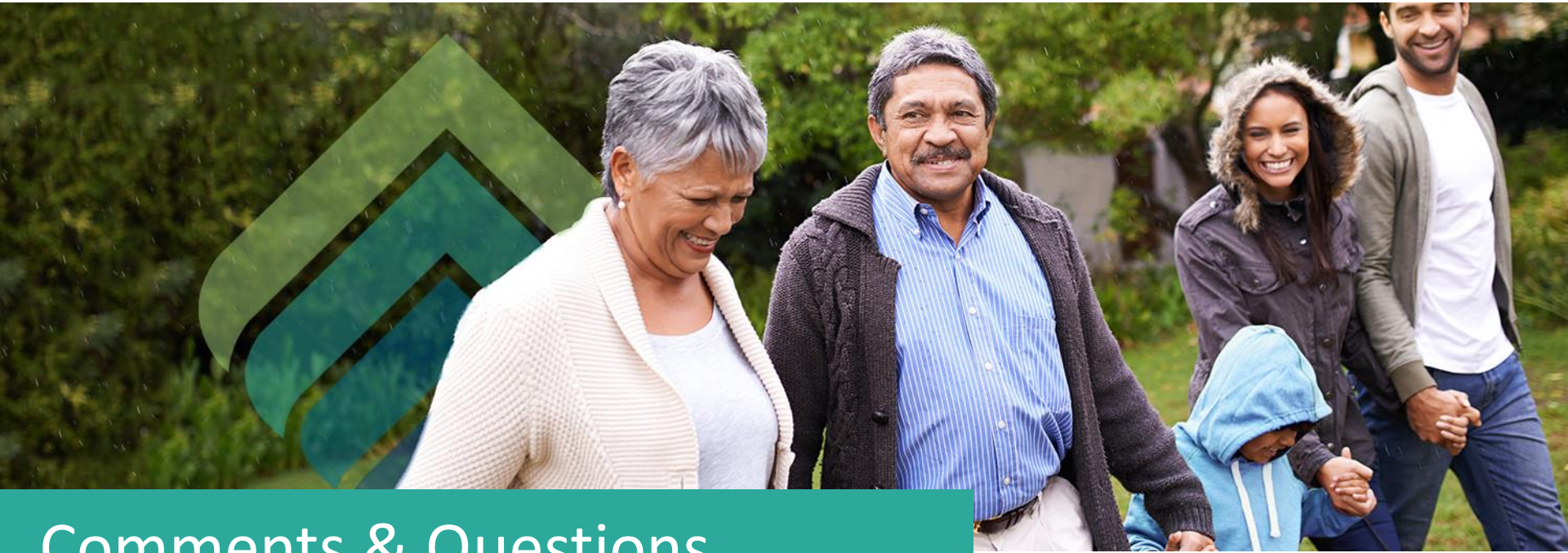
Ok

2

Cancel

The excel will display all of the columns in the report. To find if there are any missing guarantors/diagnosis, filter the Guarantor or Diagnosis column to “(Blank).”

Admission Program Name	Program Code	Client Name	Client ID	EPISODE No.	Admission Date/Time	Discharge Date/Time	Length of Stay	Admitting Practitioner	Diagnosis Practitioner	Guarantor No.1	Guarantor Name1
		TEST-EHR,TEST-EHR	2790	2	2/8/2023 2:21:00 PM		231				
		TEST-EHR,TEST-EHR	2790	3	2/13/2023 12:15:00 PM	9/6/2023 10:02:00 AM	205				
		TEST-EHR,TEST-EHR	2790	4	3/29/2023 1:26:00 PM		182			20000	CCP SUTS Medi-Cal
		TEST-EHR,TEST-EHR	2790	6	7/24/2023 10:24:00 AM		65			18500	CCP DMH MediCal
		TEST-EHR,TEST-EHR	2790	6	7/24/2023 10:24:00 AM		65			18500	CCP DMH MediCal
		TEST-EHR,TEST-EHR	2790	7	8/1/2023 4:22:00 PM		57				
		TEST-EHR,TEST-EHR	2790	8	9/1/2023 9:35:00 AM		26				



# Comments & Questions