

Enki Tier Quick Reference Sheets

Included Diagnoses

General Information

[Clear Internet Browsing History \(as of 12/12/2017\)](#)
[Converting Tier Reports to Excel \(as of 8/22/2018\)](#)
[IBHIS: DMH Console \(as of 7/10/2017\)](#)
[Install Tier on your Computer \(as of 9/16/2013\)](#)
[Netsmart Login for New Staff \(as of 8/1/2014\)](#)
[SysAid Instructions \(as of 9/29/2017\)](#)
[Using Tmail \(as of 3/12/2015\)](#)
[Outlook Tasks and Reminders Guide \(as of 3/29/2019\)](#)
[Electronic Tracking Logs \(as of 2/22/2021\)](#)

Clinical

[Allergies: Adding Allergies in Tier \(as of 4/4/2017\)](#)
[Appointments: Update Appointment Status \(as of 1/14/2015\)](#)
[COS Progress Notes \(as of 4/4/2017\)](#)
[Co-signatures for Supervisors \(as of 5/21/2014\)](#)
[Co-signatures for Staff \(as of 5/21/2014\)](#)
[Co-signatures: Add Supervisors Name to Final Saved OSP \(as of 3/2/2021\)](#)
[Diagnosis: IBHIS Diagnosis Procedures \(as of 5/25/2017\)](#)
[Diagnosis: Documenting Dual Diagnosis in Tier \(as of 4/18/2017\)](#)
[Discharging a Client \(MTP\) \(as of 11/17/2016\)](#)
[Discharge: Cancel a Discharge \(as of 2/1/2022\)](#)
[Face Sheet: Accessing a Program Face Sheet \(as of 3/11/2015\)](#)
[Group Maintenance and Progress Notes \(as of 2/12/2018\)](#)
[Intake: ICARE Intake Assessment \(as of 2/15/2017\)](#)
[Intake: Locating the Intake Assessment \(as of 3/10/2015\)](#)
[Katie A.: Determining Katie A. Subclass \(as of 8/25/2017\)](#)
MTP: Please see MTP guides.
[Progress Notes: Deleting Non-final Saved Progress Notes \(as of 1/9/2015\)](#)
[Progress Notes: GIRP Note \(as of 7/30/2018\)](#)
[Progress Notes: Process for Notes with Multiple Signatures \(as of 2/12/2018\)](#)
[Referrals: Internal Referrals \(as of 7/29/2013\)](#)
[Reports: Description of Available Reports under My Reports \(as of 10/25/2018\)](#)
[Scanning Documents in the Field \(as of 5/10/2017\)](#)
[SRLS: Creating SRLS in Pre-admission Screening \(as of 4/1/2019\)](#)
[Term. Staff: Reports for Terminating or Transferring Staff \(as of 9/18/2018\)](#)

Medical

[Allergies: Adding Allergies in Tier \(as of 4/4/2017\)](#)
[Client Requests for Refill \(as of 4/29/2019\)](#)
[Diagnosis: IBHIS Diagnosis Procedures \(as of 5/25/2017\)](#)
[Diagnosis: Documenting Dual Diagnosis in Tier \(as of 4/18/2017\)](#)
[IPA for Psychiatrist Assistants \(as of 4/23/2015\)](#)
[Medication Administration Record \(MAR\) for Med Room Specialists \(9/10/2014\)](#)
[Medication Administration Record \(MAR\) for Psychiatrists \(1/30/2015\)](#)
[NP Intern: Billing Procedure for IPA's.](#)
[OrderConnect \(as of 4/5/2017\)](#)
[Progress Notes for Psychiatrists \(as of 2/12/2018\)](#)
[Physician Console \(as of 7/10/2017\)](#)
[Staff Activity Form instructions \(as of 7/28/2018\)](#)

Administrative Services

[Administrative Services Console \(as of 8/19/2013\)](#)
[Alerts: Managing Alerts \(as of 11/16/2018\)](#)
[COS Report for Entry into the IS \(as of 11/11/2015\)](#)
[Client Information Button \(as of 8/30/2013\)](#)
[Discharging Clients \(as of 8/30/2013\)](#)
[Groups: Create a Group \(as of 6/11/2014\)](#)
[HIPAA Disclosure Instructions \(as of 2/1/2022\)](#)
[HIPAA: Record of Written Disclosures of PHI \(as of 1/12/2016\)](#)
[IBHIS: Correcting a Duplicate Client \(as of 6/9/2017\)](#)
[Intake Availability for Call Center \(as of 3/10/2015\)](#)
[Intake: Financial Intake \(as of 8/28/2013\)](#)
[IPA: Entering the IPA in Tier \(as of 2/19/2015\)](#)
[Katie A.: Determining Katie A. Subclass \(as of 8/25/2017\)](#)
[SAF: Completing SAF for Translation \(as of 3/10/2015\)](#)
[Scanning: Document Scanning \(as of 4/30/2015\)](#)
[Scheduler \(as of 8/19/2013\)](#)
[SRTS Report \(as of 1/20/2015\)](#)
[Transfer between Sites \(as of 3/24/2016\)](#)