

MHS Registration for Outpatient Programs

Episode Tab - CSI Episode Information

1. Transaction Type: Default “Admission” (Do Not Update).
2. Patient Status: Required. **Select Unknown/Not Reported.** DO NOT select “Still a patient or expected to return”
3. Legal Class of Admission: Required
4. Admission Necessity: Not Required (Required for Inpatient programs only)

CSI Episode Information					
Transaction Type	Admission				
Patient Status	Unknown / Not Reported	Legal Class at Admission		Admission Necessity	
Discharge Date		Legal Class at Discharge			

MHS Annual/Discharge Document for Outpatient Programs

General Tab - CSI Episode Information

1. Update Reason: Required. Select Discharge.
2. Discharge Date: Required.
3. Patient Status: Required. Select “**Outpatient Only**” Discharge Reason. DO NOT select “Still a patient or expected to return”
4. Legal Class of Discharge: Required
5. Admission Necessity: Not Required (Required for Inpatient programs only)

CSI Episode Information					
Update Reason	Discharge	Program	MOBILE CRISIS RESP PGM N		
Admission Date	06/14/2024	First Date of Service		Last Date of Service	
Discharge Date	06/16/2024	Patient Status		Legal Class at Admission	
Legal Class at Discharge		Admission Necessity			