

Directions for the 24 hour and 5 day reporting form

If you complete and e-mail this form to the Certification Bureau, you neither have to call nor do you have to fax/mail the information. The document you send will appear in our database exactly as you submit it. If information for a field is unavailable or unknown, type N/A. Do not alter the form or leave a question blank.

Initial 24 hour report form:

1. Click on the "Initial 24 Hours Report and Results "link on the Bureau web page.
www.dphhs.mt.gov/certification/
2. Type the necessary information into the shaded boxes on the 1st and 2nd sections.
3. Save as a document; make a hard copy if you wish.
4. Send the document as an attachment to MTSSAD@mt.gov

Five day report form:

1. Retrieve your initial 24 hour report.
2. Add the additional 5 day results reporting to the form.
3. Save/replace your initial report; make a hard copy if you wish.
4. Send the new document as an attachment to MTSSAD@mt.gov
5. Exit

OR

1. Click on the "Initial 24 Hours Report and Results "link on the Bureau web page.
www.dphhs.mt.gov/certification/
2. Type the necessary information into the shaded boxes on the 1st and 3rd sections.
3. Save as a document; make a hard copy if you wish.
4. Send the document as an attachment to MTSSAD@mt.gov

Purpose of this document:

- Facilitates communication with the Bureau
- Reduce paper while retaining the electronic document for both the provider and the Bureau
- Increase the accuracy and legibility of information between the provider and the Bureau, which improves the accuracy of the database
- Requests only the information required by the Bureau