

# PROVIDER MAINTENANCE

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## *Provider Information*

- Information at top of screen – if this information is incorrect, contact Joy, this information must be changed by the State in AWACS.
  - Provider
  - Provider ID
  - Address, City, State, Zip
  - Phone & Fax
- Program Number – Number from ADIS, should look familiar, field can't be updated by provider.
- Contracted Provider – Yes/No, later will dictate who must fill in ASI/Teen-ASI, right now it doesn't mean a whole lot.
- Office Hours – Provider can enter/update their general office hours.
- Internet Address – Provider can enter/update their internet address, if they have one.
- SAVE.
- EXIT/CANCEL.

## *Facility Information*

- Location ID – Each facility must have a different location ID, the provider assigns this.
- Physical Address – where the facility is actually located.
  - Street 1 – required
  - Street 2 – not required
  - City, State – city is required, state pre-filled with MT
  - Zip Code, County, Type – will be filled in once Street 1 and City are filled in
- Mailing Address – where the facility receives mail, can be a PO Box.
  - If this is the same as the Physical Address, click SAME AS PHYSICAL ADDRESS button
  - Same things as Physical Address
- SAVE.
- EXIT (WITHOUT SAVING).
- To add facilities:
  - Either (1) put cursor in Location ID and use down arrow until a blank screen is reached; or (2) click four icon from the right – has a green plus sign – to get a blank screen.
  - Enter all required information.
  - SAVE.
- Any information on this screen can be updated.

## *Staff/Facility Assignments*

- Provider Staff Information
  - Staff ID – SAMS generated number once record is saved.
  - Last Name – Staff person's last name, field is required.
  - First Name – Staff person's first name, field is required.
  - Mid Name – Staff person's middle name/initial, field is not required.

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- Work Phone – Staff person’s work phone number, field is not required.
- Hire Date – Staff person’s date of hire, field is required, field defaults to today’s date, the date of hire fairly accurate (staff can’t be placing or treating people prior to their date of hire).
- Status – Active/Canceled, once a person has left provider change status to canceled (they shouldn’t be placing or treating people after they leave), if not changed to canceled their name will continue to show up in staff field lists in SAMS.
- Termination Date – Staff person’s date of termination, field is not required.
- Facility Assignments
  - Facility Name – field will be filled in when Facility ID is entered.
  - Location – field will be filled in when Facility ID is entered.
  - Facility ID – SAMS system facility ID, click on purple box to see all your facilities, this field is required.
  - Job Title – field will be filled in when Job Code is entered.
  - Job Code – SAMS system code, click on purple box to see all possible codes (currently Case Manager, Clinical Supervisor, Licensed Addiction Counselor, Eligible Licensed Addiction Counselor, Mental Health Counselor, Licensed Clinical Professional, Licensed Social Worker, Psychologist, Medical Doctor, Addictionologist, Physician Assistant, Nurse Practitioner), this field is required.
  - Status – Active/Canceled, the status of this job title for this facility, it is possible for a person to be active in one facility but not another, this field is required.
  - Assignment Begin Date – date staff person started working this job title for this facility, this field is required.
  - Assignment End Date – date staff person left this job title for this facility, this field is not required.
  - Comments – anything the provider wants to enter here, this field is not required.
- To add staff:
  - Either (1) put cursor in Last Name and use down arrow until a blank screen is reached; or (2) click four icon from the right – has a green plus sign – to get a blank screen.
  - Enter all required information in the Provider Staff Information Section.
  - SAVE with the Yellow Diskette – first icon at the left.
- To add facility assignments for staff:
  - Each staff person can have multiple job titles at multiple facilities, if needed.
  - Click on Facility ID field.
  - Enter all required information for this line.
  - To add multiple job titles or multiple facilities use a separate line for each.
  - SAVE with the Yellow Diskette – first icon at the left.
- Each provider must have a Case Manager in order to do a placement.
- To update information, must change Status fields or add staff or facility assignments.
- EXIT with the Green Door/Blue Arrow – third icon from the left.