



COUNTY OF SANTA CLARA  
**Behavioral Health Services**

**INCORRECT ADMISSION/DISCHARGE OR MAPPING  
ERROR**

07/28/2022

# INCORRECT ADMISSION/DISCHARGE OR MAPPING ERROR

If there was an episode with the incorrect admission/discharge date or mapped incorrectly, the team will need to reach out for support. Please send an email to [ccppcnxdoccorrection@hhs.sccgov.org](mailto:ccppcnxdoccorrection@hhs.sccgov.org) and a team member be in contact with you to address the issue.

The following will occur:

1. Request Delete Last Movement (see page 3)
2. County will delete the episode in county myAvatar/PCNX.
3. CCP will delete mapping in their EHR system.
4. CCP will remap the client in their EHR system.
5. CCP will resubmit admission, diagnosis, financial eligibility, and discharge (if applicable).
  - Additional forms such as CSI Admission, CSI Assessment, Cal-OMS, Women's Health History will need to be submitted.

## **PLEASE COMPLETE INFORMATION BELOW FOR DOCUMENT CORRECTION TEAM TO REVIEW AND PROCESS**

**Client's myAvatar ID:**

**Client's Name (Last, First):**

**Episode #:**

**Episode Name:**

**Document Date:**

**Document / Form Name:**

**Practitioner's Name:**

**Action Request:** Delete Last Movement

**Reason for the Request:**