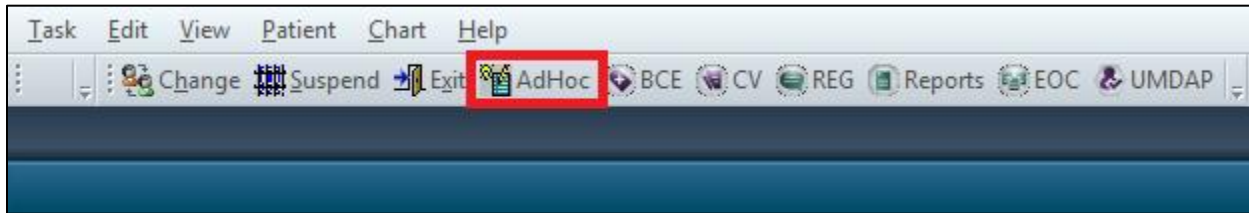


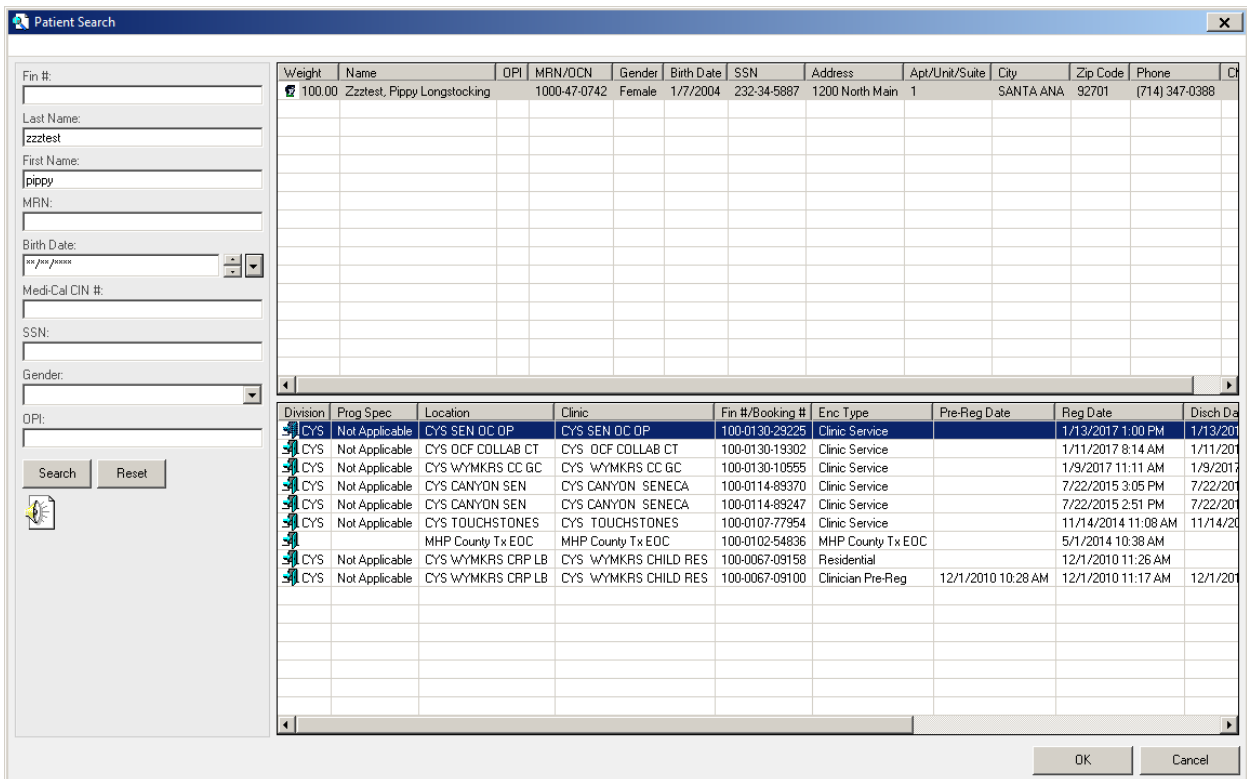
## PSC-35 IRIS Entry Quick Guide – Contract programs

This is designed to provide a walkthrough for entering the PSC-35 form into IRIS at Contract programs. If there are additional questions or concerns about the use of IRIS, please call the **BHS Front Office Coordination Team** at 714-834-6007, or e-mail at [bhsirisfrontofficesupport@ochca.com](mailto:bhsirisfrontofficesupport@ochca.com).

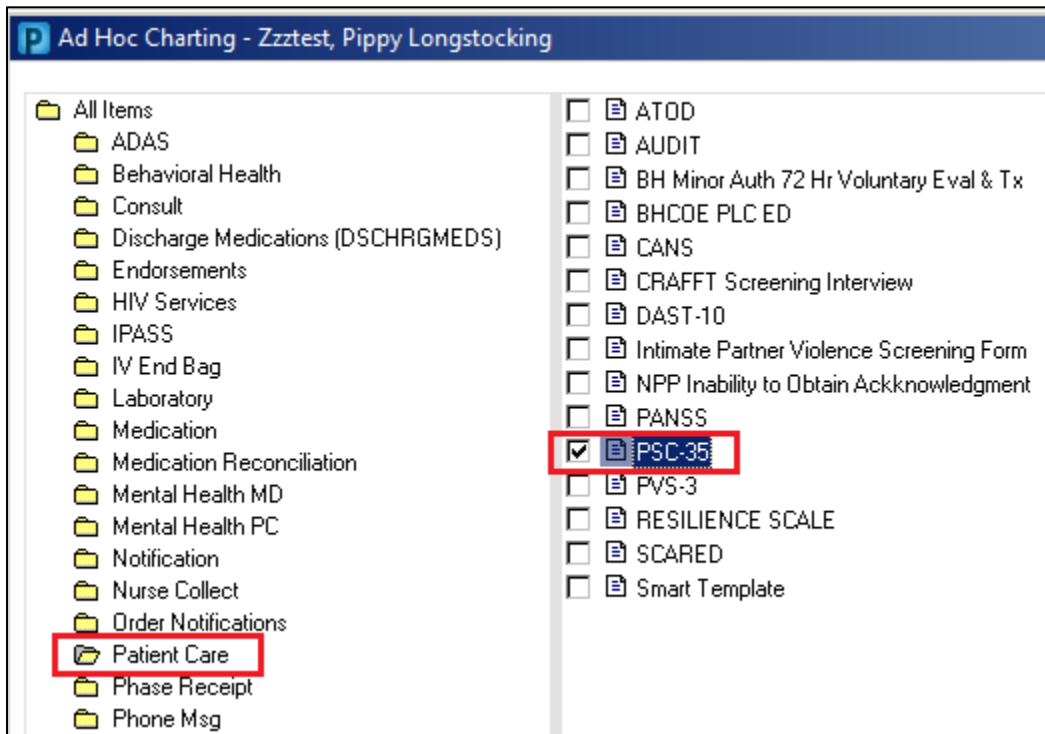
1. Log onto IRIS and the **PowerChart** program
2. Click on **AdHoc**, as shown



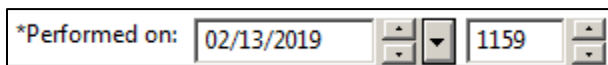
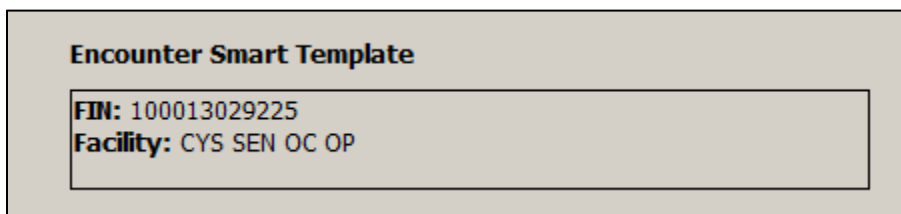
3. Enter a client's **MRN** and/or **FIN**, and select the FIN you want to use for charting the PSC-35.









4. In AdHoc, choose **Patient Care**, then **PSC-35**, and select **Chart** to open the form.



5. Verify that your correct **FIN** and **Facility** appears in the Encounter Smart Template, and adjust the **Performed on** date to the date the clinical staff completed the PSC-35.



6. Choose your program's **Facility** in the drop-down, and complete the rest of the Administration tab.
- a. Note the question at the bottom – **Does the client have a caregiver involved in treatment?**
    - i. **Yes:** complete the rest of the PSC-35 form, use the **Return arrow** to go back to the Administration tab, and then **sign**.    |   
    - ii. **No:** verify that the **Performed on** date is correct, and then **sign**.

**Does the client have a caregiver involved in treatment?**  Yes  No

**The PSC-35 form is to be completed for all clients between the ages 3 through 17.**  
**If your client does not have a primary caregiver involved in treatment, choose "No" and sign the form.**  
**If your client has a primary caregiver involved in treatment, choose "Yes" and enter the PSC-35 results collected from the caregiver.**

- iii. Blue reference text appears on the IRIS form, and is included for reference

7. File the paper PSC-35 form in the client's chart.