Division of Public and Behavioral Health
Policy

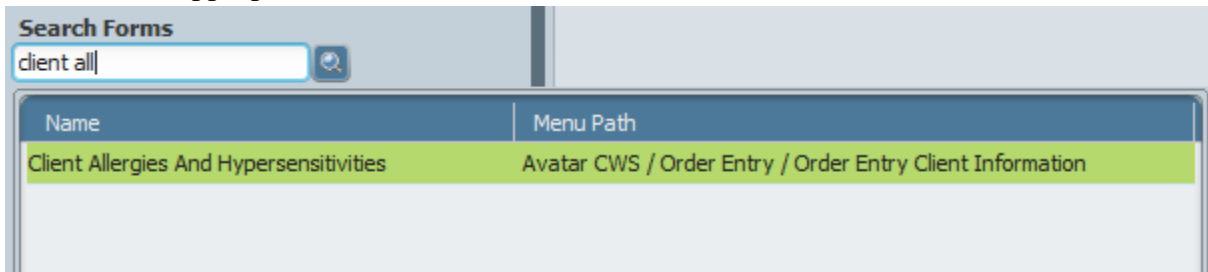| Control #	Rev.	Type	Title	Effective Date	Page
			Client Allergies and Hypersensitivities	date	1 of 3

1.0   Policy

It is the Policy of the Division of Public and Behavioral Health (DPBH), Substance Abuse, Prevention, and Treatment Agency (SAPTA) that all providers, in accordance with 505 (a) of the Public Health Service Act (42 US code 290aa-4) which directs the Administrator of the Substance Abuse and Mental Health Services Administration (SAMHSA), to collect items including admission and discharge data.
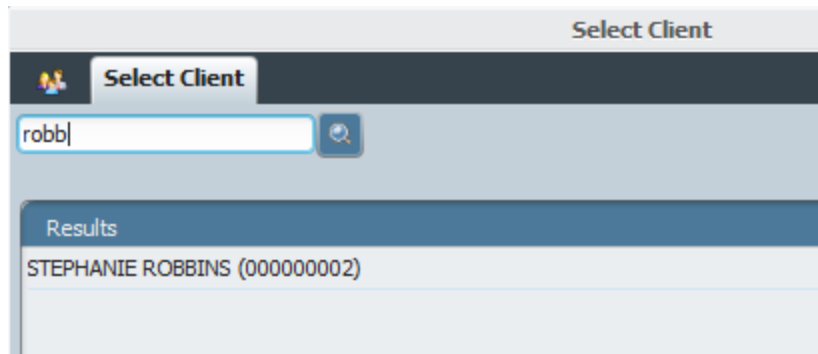
Providers should track client allergies and hypersensitivities using the form in Avatar.
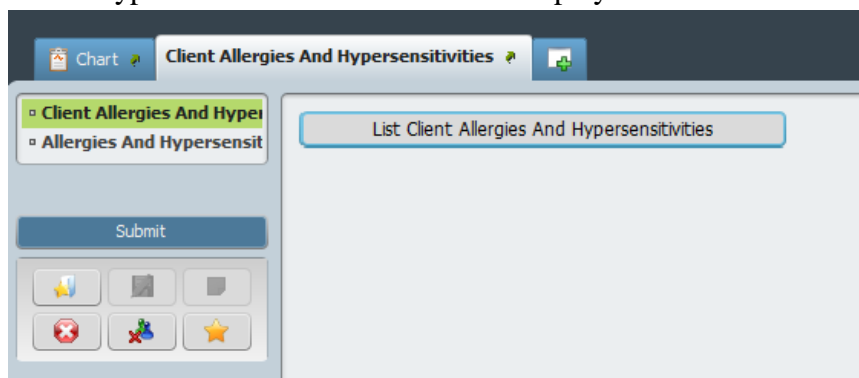
2.0   Procedure

1. In the Search Forms field, type in Client Allergies and Hypersensitivities.
   a. Double click the appropriate form.

2. The Select Client screen will be displayed.
   a. Search client by Client ID # or Last Name.

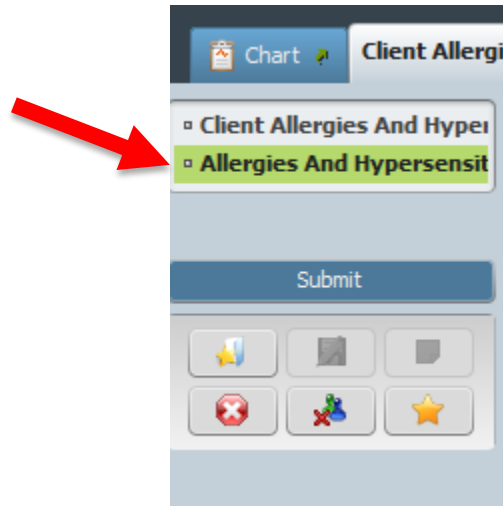3. The Client Allergies and Hypersensitivities screen will be displayed.

4. The first part of the form will give you the option to List Client Allergies and Hypersensitivities.
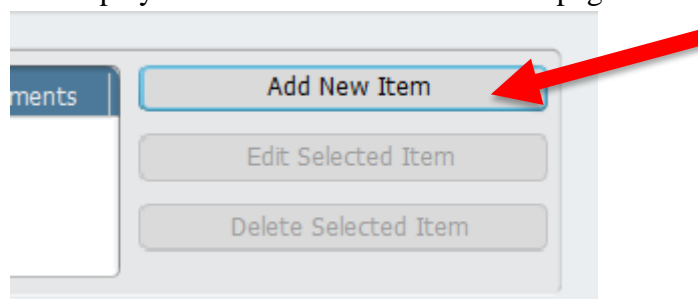
Division of Public and Behavioral Health
Policy

Control #	Rev.	Type	Title	Effective Date	Page
			Client Allergies and Hypersensitivities	date	2 of 3

a. Click the button and a report will be generated reflecting the client's allergy data.

5. Click on the Allergies and Hypersensitivities title on the left hand side, just above the Submit button.

6. The following screen will be displayed:

7. To add a new allergy/sensitivity, click Add New Item.
   a. A green high-lighted bar will display in the box in the middle of the page.

Division of Public and Behavioral Health

Policy

Control #	Rev.	Type	Title	Effective Date	Page
			Client Allergies and Hypersensitivities	date	3 of 3

8. In the Allergen/Reactant Code field, start typing an allergy or number to display the allergy choices.

9. Enter the Date Recognized.
   a. When was the allergy noticed?
10. Enter the Status of the allergy/hypersensitivity.
11. Enter Reactions.
12. Choose the Reaction Severity from the drop-down menu.
13. Add additional comments in the Comments box.
14. When all allergies have been entered, click Submit on the upper left hand side of the screen.