

ASAP Orientation July 1, 2020-June 29, 2021

Welcome! ASAP is UNM's specialty clinic for treating substance use disorders (SUD). The clinic is comprised of subspecialty clinics to treat adolescents, dual diagnosis patients, primary care patients and offers multiple individual and group therapy modalities. You will be part of an interdisciplinary team comprised of providers from primary care, psychology, psychiatry, counseling, nursing, pharmacy, case management, and advanced practice NPs. We train learners from many levels and disciplines while providing 1.) on-site services for 800-900 patients and 2.) off-site outreach services to the region. During this rotation you will be introduced to the harm reduction model of treatment from the stand point of patient education, medication management and non pharmacotherapeutic behavioral interventions. We will teach you how to risk stratify levels of care. Detailed goals and objectives and clinic structure and services are included in the orientation packet. Your primary station will be in the ASAP walk in clinic with opportunities to explore other areas of the clinic, including exposure to our methadone dispensary!

Recruitment:

We understand that a 4 week rotation is not enough exposure to obtain a mastery of addiction psychiatry/medicine, however you are welcome to join us for additional rotations, and if you discover a passion for addiction treatment, please discuss career opportunities with us for in depth training through our Addiction Psychiatry Fellowship program and our Addiction Medicine Fellowship program. We are currently taking fellows for this upcoming year.

Providers: The current Treatment Team consists of: attending physicians, addiction fellows, interdisciplinary residents, nurses, medical assistants, counselors, psychologists, NPs, and community support workers from ASAP. The medical director of ASAP is Paul Romo. You will be supervised by an attending for each clinic day and we will update you with the coverage schedule.

Attendings:

Shashwat Pandhi	413.726.4799
Snehal Bhatt	505.999.0765
Vanessa Jacobsohn	505.350.0557
Brandon Warrick	313.330.1377
Richard Gadomski	917.476.1442
Paul Romo	505.417.2902

Hours of Operation: Walk in clinic hours are Monday to Friday 8am-2pm. The building is open and operational from 6am-430pm. Please report at 8am for your assigned day(s) and be punctual.

Didactics: There will be dedicated time for education each week. Didactics will be throughout the rotation and provided by the attending supervising the clinic. You are invited to the dual diagnosis clinic didactic series as well on Mondays 130-2pm. Microteaching will also be provided live time throughout the clinic when appropriate.

Billings: Billing will be completed by submitting a telehealth charge sheet at the end of each clinic. These are the standardized excel sheets tracking encounters during the covid 19 pandemic. Please make sure you select the PowerChart FIN number for the correct Month, correct location UPC ASAP-ASAP CASA 89, correct Med service-telephonic psy service.* An example is located below and we will give you training on billing since it is novel for most learners. Diagnoses must be documented on your clinic note to maximize billing. Please attempt to do a Zoom meeting with virtual patient encounters.

Documentation:

For all visits, your documentation must be sufficient to match the billing code and reflect the services we provided for the patient. Because of our interdisciplinary approach, our preference is same day documentation because other providers will be relying on your notes. UNM sets a formal deadline of 48 hours following the encounter for documentation to be submitted. For new patient visits, please use the note title BH Substance History and Physical and for follow up visits, please use the note title BH Substance Physician Note. The word Substance in the note title instructs PowerChart to encrypt the note so only people with authorization will be able to view the note. This allows ASAP to remain in compliance with patient privacy laws mandated for substance treatment.

New Patient Visits (BH Substance History and Physical): You will have new patient visits during the walk in clinic for patients completing the intake process that may need evaluation or medication management. This will often include starting a patient on suboxone or methadone, or involve detoxing a patient from substances. Documentation will follow the same format as for other clinic H&P, in addition to SUD information. The substance use history, MSE, assessment, and plan are more specialized. You will be instructed on the specifics of a thorough substance use H&P. An example of a template is included in the orientation packet.

Follow-up Visits (BH Substance Physician Note): Documentation will follow the same format as for other clinic SOAP notes in addition to SUD information. Diagnostic pertinent information must be addressed in each sections of the note.

Tiger Text and live time communication: You will be invited onto a Tiger Text ASAP group as the interdisciplinary team communicates with each other. We also use cell phones to communicate with each other.

Refills: You should typically not give multiple refills on prescriptions written in this clinic! Please do not be overly generous with medication refills or the No Show rate in this clinic will be markedly elevated.

Safety:

Patient and provider safety is of utmost importance at ASAP. During Covid 19 enter only through the South side entrance where you will be provided with a mask, have your temperature checked and screened with questions. This will change as the pandemic progresses. While at ASAP, please bring your ID badge and wear it as this will be your key to the majority of doors at ASAP. Two security guards are stationed at ASAP and their office is located behind the 2-way mirror in the first floor lobby. Keep valuables either secured in your office or you may leave them in the Group Room. Each office is equipped with a Panic Alarm and will be shown to you during the orientation. Call out for help if you are in danger. Keep the door unlocked so security and others are able to get into the room if there is an issue. If a patient is becoming aggressive or violent, or you have concerns for your safety or the patient's safety, excuse yourself from the room immediately and discuss this with the attending psychiatrist. Don't second guess your instincts at the expense of not wanting to feel embarrassed or appear offensive. Never let the patient get in between you and the office exit.

Parking:

Please park on the north side or the east side of the building. Please understand that you are statistically at higher risk for car accidents because many patients are under the influence of substances.

Leave:

Leave is not restricted while on this rotation. If you take leave, please do so with 30 days advance notice and email your chief resident, attending supervising clinic that day, and Paul Romo.

Evaluations:

You will receive feedback live time throughout the encounter. At the end of the rotation, members of the interdisciplinary team will provide input and your attending supervisor will submit the evaluation form through New Innovations. Typically, Paul Romo will submit final evaluation forms for the psychiatry and residents of other disciplines and Vanessa Jacobsohn, medical director of primary care will submit evaluations for family and preventative Pmedicine residents.

*example of correct FIN number for billing encounter

Selected	FIN	Admit Date	Location	Service
X	317701183	6/3/2020 06:00:00 MDT	UH ASAP Primary Care Clinic	ASAP Primary Care Cl
	317554517	6/1/2020 06:00:00 MDT	MHC CASAA/ASAP	CASAA/ASAP
	317554343	6/1/2020 05:00:00 MDT	MHC CASAA/ASAP	Telephonic Psy Servi
	316531573	5/1/2020 06:00:00 MDT	MHC CASAA/ASAP	CASAA/ASAP
	316506401	5/1/2020 05:00:00 MDT	MHC CASAA/ASAP	Telephonic Psy Servi
	316178789	4/30/2020 07:40:00 MDT	UH 1001 MLK NE	Digestive Disease Cli
	316026541	4/8/2020 13:31:36 MDT	MHC CASAA/ASAP	Telephonic Psv Servi