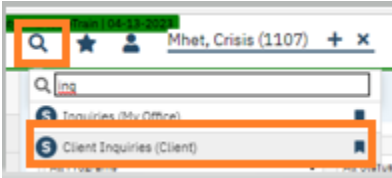
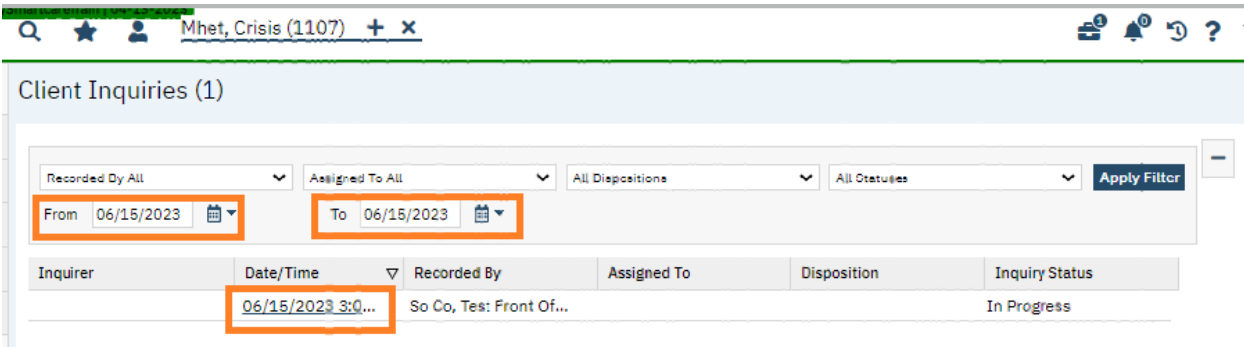


Finish the Inquiry – Clinician how to

1. Search for the **Inquiry** screen using the search icon.
2. Search **Inquiries** and select **Client Inquiries (Client)**.



3. Click the date/time link to open the in-progress Inquiry. (Make sure the filters are set to show the correct dates.)



4. Go to the Initial tab and complete any other clinical portions required on Inquiry, as well as the disposition section.
5. Select T for today which enters the end date.
6. Select Now, which enters the end time.
7. Change status from In Progress to Complete.
8. Click Save and X to Close.

