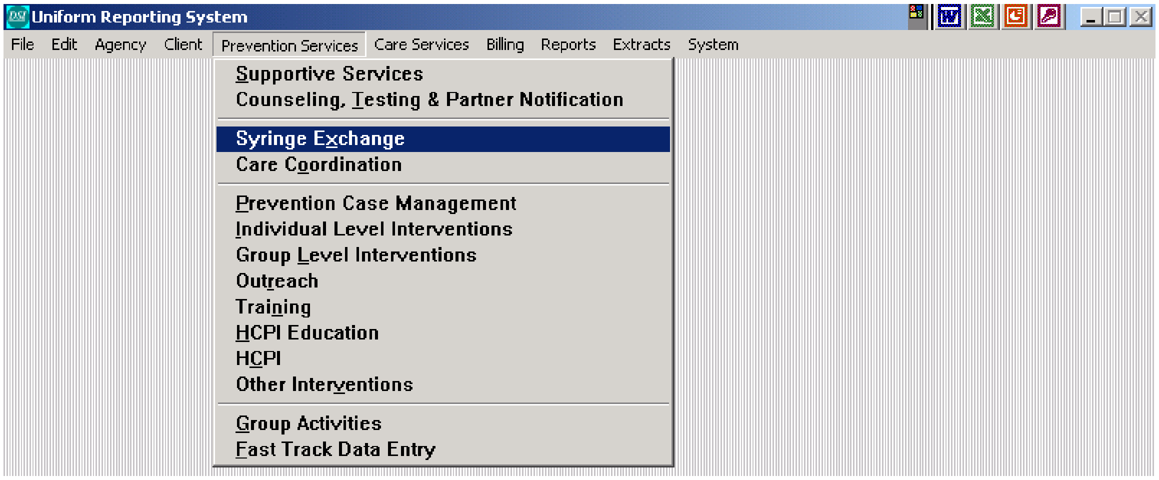
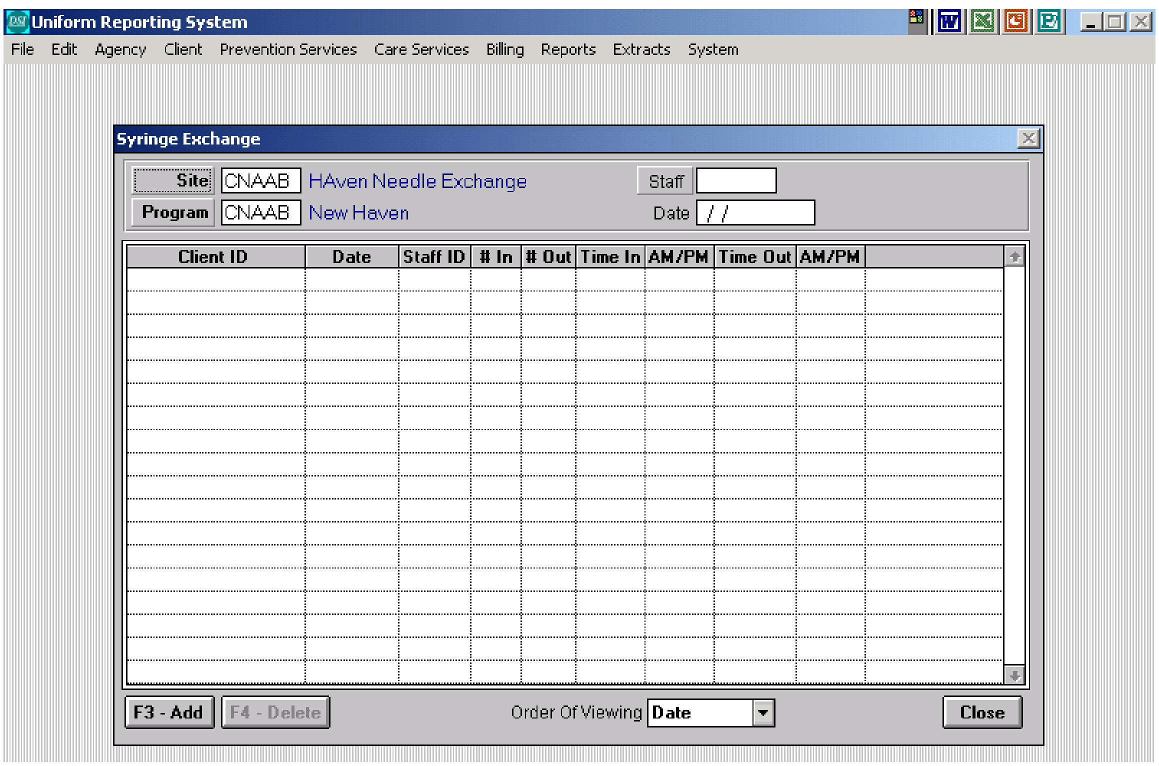
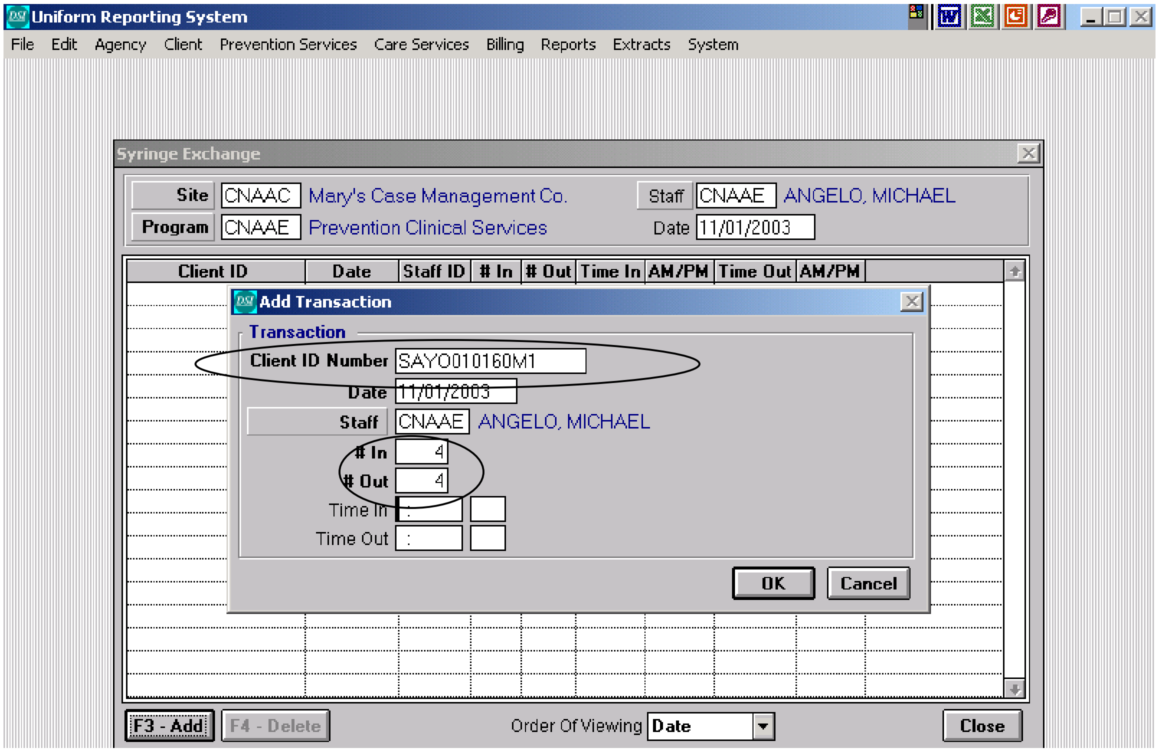
How to enter a Needle (Syringe) Exchange Encounter



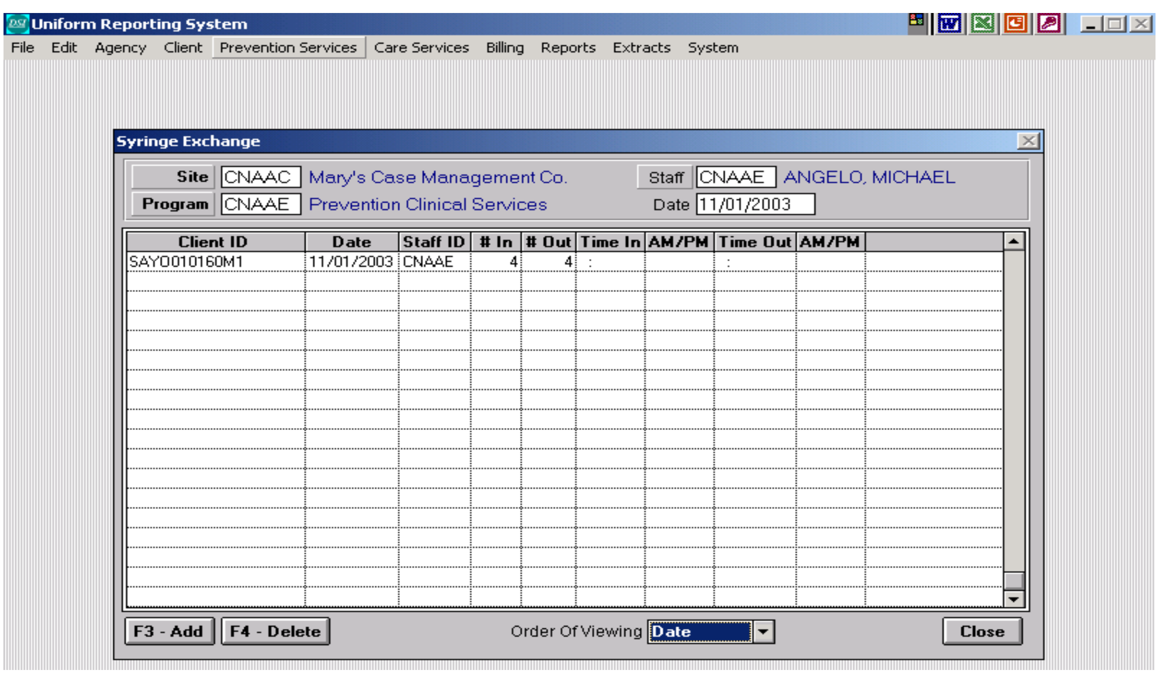
1. Press **Prevention Services** Menu
2. Select **Syringe Exchange**



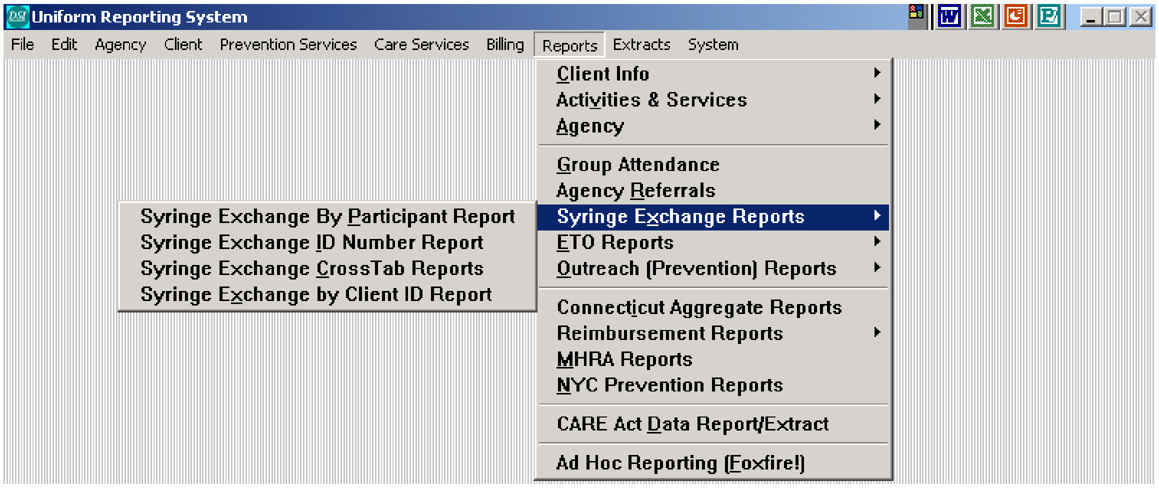
1. This screen should be completed for <u>all</u> NEP clients. You can only use this feature once the client has been entered and has a valid **Client ID** automatically generated by URS after you fill out the **General Client Intake** form
2. In the **Syringe Exchange** screen, enter bold fields, including **Site, Program, Staff and Date**
3. Press **F3** to add client information



4. In the **Add Transaction** screen, type in the **Client ID** number for the client who exchanged needles, along with the number of needles that the client brought in and was given
5. Press **OK**



6. The new data will populate the Syringe Exchange screen. You can order your view by **Client ID** or by **Date**



Here are the reports available to the Syringe Exchange program.