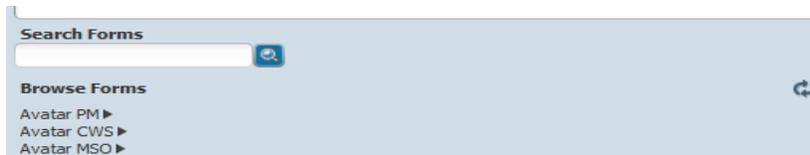# *Back Dated Admission/Discharge (Avatar)*

The purpose of this desk reference is to provide guidance in how to back date an admission, for a client that has been treated but not entered into Avatar.

Menu Path

Avatar PM > Client Management > Client Maintenance or you can enter "Back Dated Admission/Discharge" under Search Forms
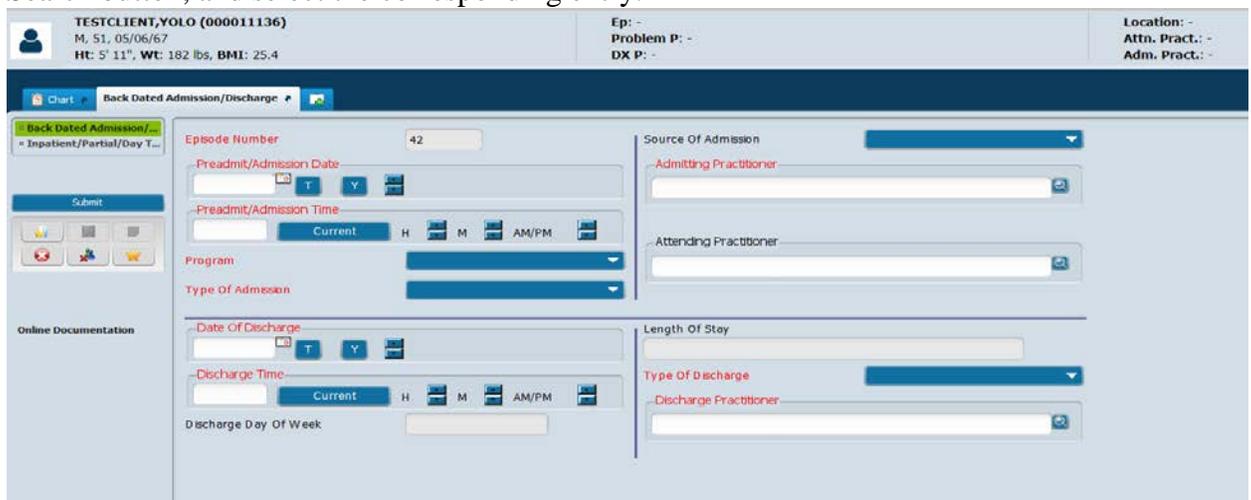

Details

- Use this form when treatment has been provided to a client, however the episode was not entered into Avatar and an episode has been created that is an inpatient or partial hospitalization, blocking entry of the admission

Steps

1. In the Select Client screen, enter the client ID in the Client Name/ID field, click the Search button, and select the corresponding entry.

2. The Episode Number field shows the next available client episode number.

3. In the Preadmit/Admission Date field, enter the first day that services can be rendered for the client.

4. In the Preadmit/Admission Time field, enter the admission time. Client appointments can be scheduled after this time, on the admission date.

5. In the Program field, select the treatment program.
   - A client may be only be enrolled in one inpatient or partial hospitalization program at a time.
   - Clients can be enrolled in multiple outpatient programs at one time, whether or not they are enrolled in an inpatient or partial hospitalization program.

6. In the Type Of Admission field, select the type of admission.

7. In the Source Of Admission field, select the admission source.

8. In the Admitting Practitioner field, enter the practitioner name, click the Search button, and select the corresponding entry.

9. In the Attending Practitioner field, enter the practitioner name, click the Search button, and select the corresponding entry.

10. In the Date Of Discharge field, enter the discharge date.

11. In the Discharge Time field, enter the discharge time.

12. The Discharge Day Of Week field shows the discharge day.

13. The Length Of Stay field shows the total number of days for the episode.

14. In the Type Of Discharge field, select the type of discharge.

15. In the Discharge Practitioner field, enter the practitioner name, click the Search button, and select the corresponding entry.

16. For an Inpatient/Partial Hospital/Day Treatment, select the option from the left hand side.
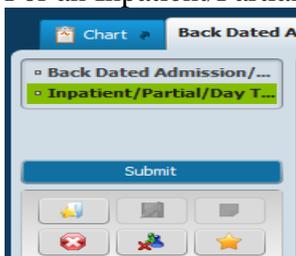
17. Complete all items that are required fields.

18. Click Submit