AVATAR – POST STAFF ACTIVITY LOG (PSAL)

The purpose of this desk reference is to provide guidance in how to enter using the Post Staff Activity Log.

Menu Path

Avatar PM>Appointment Scheduling>Post Staff Activity Log or you can enter "Post Staff Activity Log" under Search Forms
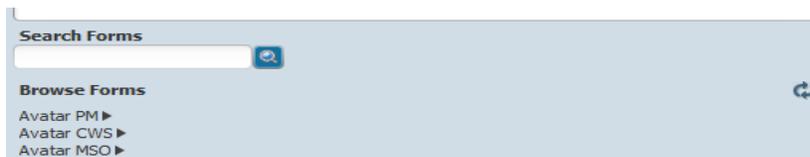
Details

- Use this option to input all indirect services for a selected staff member, date and site. Once filed, these charges are posted for services rendered.

Steps

➢ Enter the staff name or Practitioner ID #. Click OK
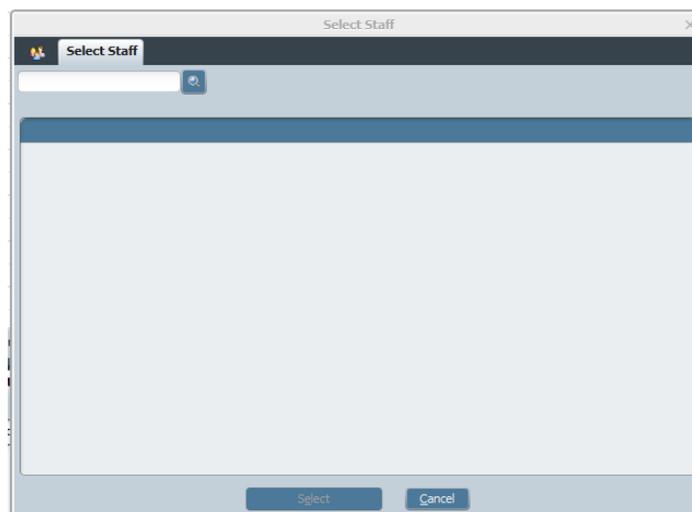
➢ In the Appointment Date field, enter the date entry is required for. T (Today) / Y (Yesterday) or a date can be entered.

➢ In the Appointment Site field, select the appointment site.

➢ Click the 'Appointments' Tab

➢ All appointments scheduled through the appointment scheduler still requiring a note will appear. They can either be deleted or adjusted appropriately. Once the submit button is clicked, everything listed will become a service. Services requiring a note will appear on the To-Do list

➢ If appointments are deleted, they will be removed from the scheduling calendar as well.

1. In the Appointments table, click Add New Item.

2. Enter the Appointment Start Time, and Duration.

3. Enter the Service Program; the location will automatically populate to HHSA Clinic

4. Enter the Service Code, and select the appropriate service code from the list of matches. 📝If editing an existing appointment, an individual service code cannot be replaced with a group service code, and vice versa.

5. Select the Appointment Status from the drop down list.

6. Enter other information as appropriate.

7. When complete click on Submit.

➢ Confirm entries are correct by viewing the Practitioner Daily Transactions report located at CWS>Reports>Practitioner Daily Transactions

County of Yolo
Alcohol, Drug and Mental Health Services
Daily Transactions
PRACTITIONER TEST (000001)

Tuesday, August 25, 2015

Indirect Services

MR# - Name	Epi	Episode/ Service Program	Service	Minutes	Note
N/A		Woodland Clinic MH	Y9956 - Triage Services-Non Client	60	N/A

Indirect Minutes: 60

Total Minutes: 60